

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-255-09-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/15/2024

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 26.5A was superseded by N1-255-10-002

Item 26.5B was superseded by N1-255-10-002

Item 1/32 was superseded by N1-255-10-003

Item 1/67 was superseded by DAA-0255-2017-0007-0002

Item 1/68 was superseded by N1-255-10-003

Item 1/71D1b was superseded by DAA-0255-2017-0007-0002

Item 1/71D1c was superseded by DAA-0255-2017-0007-0001 and DAA-0255-2017-0007-0003

Item 1/71D4 was superseded by DAA-0255-2017-0007-0003

Item 1/106c was superseded by DAA-0255-2022-0003-0001

Item 1/113a was superseded by DAA-0255-2022-0003-0002

Item 1/113b was superseded by DAA-0255-2022-0003-0002

Items 1/121/A & 1/121/B was superseded by DAA-0255-2023-0001-0002

Item 1/130 was superseded by DAA-0255-2022-0004-0001

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Item 2/8 (all subitems) was superseded by N1-255-10-001

Item 2/9 (all subitems) was superseded by N1-255-10-001

Item 3/33 (all subitems) was superseded by N1-255-09-003

Item 7/25/B was superseded by DAA-0255-2024-0004-0001

Item# 8/32 was superseded by DAA-0255-2024-0004-0002

Item 8/38A was superseded by N1-255-10-005

Item 8/38B was superseded by N1-255-10-005

Item 8/42 was superseded by N1-255-10-005

Item 8/43 (all subitems) was superseded by N1-255-10-005

Item 9/6D1 was superseded by DAA-0255-2014-0001

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

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

JOB NUMBER
NI-255-09-1

DATE RECEIVED
7/10/09

1. FROM (Agency or establishment)
National Aeronautics and Space Administration (NASA)

2. MAJOR SUBDIVISION
NASA Headquarters

3. MINOR SUBDIVISION

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.

4. NAME OF PERSON WITH WHOM TO CONFER
Patti F. Stockman, NASA Records Officer

5. TELEPHONE
(202) 358-4787

DATE ARCHIVIST OF THE UNITED STATES

4/23/2010 *[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 31 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

6/26/2009

SIGNATURE OF AGENCY REPRESENTATIVE

Patti F. Stockman

TITLE

NASA Records Officer, NASA Headquarters, Code AO

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Multiple NASA Records Retention Schedules items (attached). This request is for NARA recognition as media-neutral specific NARA authorized temporary retentions for NASA-specific items.</p> <p>Note that the temporary items included in this request are only those highlighted by red font in the attached listing. The other schedule items are provided for context purposes only. The content and functions of the records covered by these schedules have not significantly changed. NASA still has requirements for these retentions which are the appropriate length of time, but our agency now maintains many of these records in digital media.</p> <p>Also, please note that there are 573 temporary items highlighted, 67 of which are simply "other copies" or "other offices/copies."</p> <p><i>Schedule items provided for context purposes have been lined out for clarification</i></p>	<p><i>NOT LINED THROUGH</i></p>	

ORGANIZATION AND ADMINISTRATIVE RECORDS

**SCHEDULE 1
(AFS 1000-1999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
	1	Copies of Emergency Operating Directives, plans, and procedures issued by the agency, including delegations of authority, emergency assignments, functions, and instructions (other than those issued in case files), as well as those issued by FEMA, other Federal agencies, state and local governments, and the private sector. (NON-RECORD COPIES)	DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: NI-255-94-1> (N 1-21)
1040	2	EMERGENCY PREPAREDNESS POLICY FILES Record copy of each agencywide or center emergency directive, plan, and procedure issued by the responsible office, including related background papers and program development reports consisting of a copy of each plan or directive issued. A. One record copy of each plan or directive issued, if NOT included in the agency's permanent set of master directives. B. File copy of plan or directive if agency record copy is maintained in a master directives file and all related background materials. C. All other copies.	* PERMANENT * CUT OFF WHEN SUPERSEDED AND RETIRE TO FRC WHEN 3 YEARS OLD. TRANSFER TO NARA WHEN 15 YEARS OLD IN 10 YEAR BLOCKS. (e.g. offer 1970-79 block in 1995). <DA: NI-255-94-1> (N 1-20) DESTROY 3 YEARS AFTER ISSUANCE OF A NEW PLAN OR DIRECTIVE. (GRS 18-27) DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: NI-255-94-1>
1040	4	EMERGENCY PLANNING AND READINESS REPORTS Agency reports of operator's tests, consisting of consolidated or comprehensive reports reflecting agencywide results of tests conducted under emergency plans, including exercises and trial tests.	DESTROY WHEN 3 YEARS OLD, OR 1 YEAR AFTER COMPLETION OF NEXT EXERCISE WHICHEVER IS LATER. <DA: NI-255-94-1> (N 1-22)
AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
1050	6	AGREEMENTS: MEMORANDA OF UNDERSTANDING (MOU) Signed, original MOUs and Letter Agreements between NASA and others with correspondence and all documents concerning the agreement matters, such as interagency, intra-agency, or international affairs. A. RECORD COPIES HQ: Office of External Relations keeps record copies for International MOUs. Record copies for domestic MOUs are kept by the Office having primary responsibility.	* PERMANENT * RETIRE TO THE CUSTODY OF THE NASA ARCHIVIST OR

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		B. CENTERS: OFFICE OF PRIMARY RESPONSIBILITY C. ALL OTHER COPIES	HISTORIAN. THEY WILL TRANSFER TO NARA WHEN NO LONGER NEEDED TO PREPARE NASA HISTORIES OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. <DA: NI-255-94-1> * PERMANENT * RETIRE TO FRC 2 YEARS AFTER EXPIRATION. TRANSFER TO NARA 10 YEARS AFTER EXPIRATION. <DA: NI-255-94-1, 6> DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: NI-255-94-1>
1050 1058	7	AGREEMENTS: INTERAGENCY AND INTRA-AGENCY WITH OTHER GOVERNMENT AGENCIES Case files on agreements between NASA and other Government agencies. Includes correspondence and all documents/materials concerning the agreement. A. OFFICE OF PRIMARY RESPONSIBILITY	* PERMANENT * RETIRE TO FRC 2 YEARS AFTER COMPLETION OR EXPIRATION. TRANSFER TO NARA 10 YEARS AFTER COMPLETION/EXPIRATION. <DA: NI-255-94-1, 7> (N 1-4)
	7	B. ALL OTHER OFFICES/COPIES	DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: NI-255-94-1, 7>
1070	8	HISTORICAL ITEMS/SOURCE FILES Documents that have unusual or immediately recognizable historical significance and are filed among other documents that are scheduled for disposal will be noted and removed from the file before transfer or destruction. Agency histories and selected background materials. Narrative agency histories, including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention. A. HISTORY SUBJECT FILES (Located in Agency/Center History Offices, including any indexes or finding aids if available) 1. 1945 - 1989 Material in this collection dates from 1945 to 1989 and may be contained in boxes, lectriciers, or file cabinets. Material is marked and accounted for in two categories: (1) Dated/Marked	* PERMANENT * RETIRE RECORDS IN AGENCY FOR 5 YEARS, STARTING JANUARY 1995. TRANSFER TO

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		when material is added to collection; and (2) Dated/Marked when material is accessed for research purposes. 2. 1990 and Continuing. [Note: Excluded are electronic copies of agency documents made for convenient reference.] B. <u>READY REFERENCE MATERIAL</u> Reference material published/sponsored by NASA (Shelf documentation/books).	NARA NO LATER THAN DECEMBER 31, 1998, UNLESS THERE IS AN AGENCY REQUEST CERTIFYING ACTIVE AGENCY USE AND NEED. SUCH REQUEST WILL SPECIFY NEW TRANSFER DATE FOR MATERIAL SO CERTIFIED. <DA: N1-255-94-1, 8> (N 1-8) * PERMANENT * RETAIN IN AGENCY SPACE UNTIL NO LONGER NEEDED OR WHEN 25 YEARS OLD WITH 5 YEARS CONSECUTIVE INACTIVE AGENCY USE OR UNTIL 30 YEARS OLD, WHICHEVER IS LONGER. <DA: N1-255-94-1, 8> RETAIN INDEFINITELY IN AGENCY SPACE UNTIL NO LONGER NEEDED, OR DESTROY WHEN 75 YEARS OLD, WHICHEVER IS LONGER. <DA: N1-255-94-1>
1070	9	HISTORY OFFICE CONTRACTOR DELIVERABLES (BOOKS) Copies of documents collected and used as source data in preparation of historical volumes. Included are duplicates or copies of correspondence, reports, directives, pamphlets, publications or other official records; preliminary or partial drafts; authors' outline(s); authors' original notes; responses from readers; reviews; and comparable documents. A. <u>MATERIALS RELATED TO COMPLETED VOLUMES</u> (After publication of the finished book.) B. <u>MATERIALS ACCUMULATED FOR FUTURE VOLUMES</u>	RETIRE TO FRC ONE YEAR AFTER PUBLICATION. DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-1> (N 1-29) DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
1070	10 PASR	HISTORY ARCHIVES BIOGRAPHICAL FILES - NASA 10 HABC Biographical data, speeches, and articles by individuals who are of historical significance in aeronautics, astronautics, space science, and other concerns of NASA; correspondence, interviews, and various other tapes and transcripts of program activities.	MOST FILES ARE RETAINED INDEFINITELY IN AGENCY REFERENCE COLLECTIONS HISTORY OFFICES/ARCHIVES. DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>

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1070	11	HISTORY OFFICE FILES - ADMINISTRATIVE Routine office files, general correspondence, and other materials related to the day-to-day operations and management of the history office and its programs.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-1, 11>
1101 1410	12	ORGANIZATIONAL FILES A. Organizational charts, NASA Directives, and reorganization studies, graphic illustrations, which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the agency's programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent of limits of an agency's programs and projects. [NOTE: Excluded from this series are those Organization Charts included in the NASA Directives System -- See Item 72 of this Schedule.] B. Management appraisal files, narrative and statistical reports on significant accomplishments, accounts of and rationales for reorganizations, establishment or disestablishment of field centers; special reports on key planning studies, with related papers showing inception, scope, procedure, results, and case files on approved plans, policies, mission, and programs. 1. Office of Primary Responsibility, including the signatory and the office responsible for studying and developing the document. 2. All other offices/copies.	* PERMANENT * RETIRE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 1-3) * PERMANENT * RETIRE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1> DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
1130 1410	13	FUNCTIONAL STATEMENTS Formally prepared descriptions of the responsibilities assigned to the senior executive officers of the agency at the division level or higher. If the functional statements are located in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series. A. <u>RECORD COPIES</u> HQ: OFFICE OF MANAGEMENT OPERATIONS, NASA DIRECTIVES & FEDERAL REGULATIONS (Record copy is included in NMI, NPD/NPR System)	* PERMANENT * See ITEM 72. <DA: N1-255-94-1> (N 1-2)

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		B. <u>CENTERS</u> Office of Primary Responsibility	* PERMANENT * See Above. <DA: N1-255-94-1, 13>
	13	C. <u>ALL OTHER COPIES</u>	DESTROY WHEN OBSOLETE, SUPERSEDED, OR NO LONGER NEEDED. <DA: N1-255-94-1>
1150	14	COMMITTEES, BOARDS, COUNCILS, PANELS, AND CONFERENCES [NOTE: Excluded from this series are those records created by the Inventions and Contributions Board -- See Item 16 of this Schedule. NOTE: For Routine and Ad Hoc Conferences and Meetings -- See Item 19 of this Schedule.] A. <u>RECORDS RELATING TO ESTABLISHMENT, ORGANIZATION, MEMBERSHIP, AND POLICY</u> 1. Intra-agency, advisory, or international. 2. Internal or interagency. B. <u>RECORDS CREATED BY COMMITTEES ... AND CONFERENCES</u> 1. Agendas, directives, minutes, reports (interim and final), reports covering general operations of the group, records relating to establishment, revision, or termination of a program/project, and records documenting the accomplishments of the group. (a) Office file of the group maintained by the sponsor, the group, Chairperson, or other designee. (b) All other copies. 2. All other records produced by the group.	* PERMANENT * RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA WHEN 20 YEARS OLD. <DA: N1-255-94-1, 14> (N 1-6, N 1-7, N 24-12, N 24-13) DESTROY 2 YEARS AFTER TERMINATION OR DISSOLVEMENT OF COMMITTEE. (GRS 16-8a) * PERMANENT * RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA WHEN 20 YEARS OLD. <DA: N1-255-94-1> DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER. (GRS 16-8b(1)) DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER. (GRS 16-8b(2))

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	14	3. Records maintained by individual members.	DESTROY UPON TERMINATION OF MEMBERSHIP, OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-94-1>
1150	15	CONGRESSIONAL FILES A. Congressional Committee Files 1. Files pertaining to correspondence to and from Congressional Committees. This includes letters, hearings (including questions and material for the record), testimony, edited transcripts. Cutoff date is end of Congressional session. 2. Reports to Congress - consists of statutory and other reports requested by Congress pertaining to NASA activities. (a) HQ Office of Legislative Affairs (Office of Primary Responsibility) Cutoff date is end of Congressional session. (b) All other offices and copies. B. Congressional Correspondence Files Correspondence with Members of Congress concerning information about NASA programs and projects; includes correspondence with Members of Congress pertaining to constituent requests. Cutoff date is end of Congressional session. C. Congressional Briefings Briefings provided to Members of Congress regarding NASA programs, projects and activities. D. Publications requests from Congressmen for copies of NASA publications which required no formal reply.	*PERMANENT* RETIRE TO FRC 5 YEARS AFTER CUTOFF. TRANSFER TO NARA 15 YEARS AFTER CUTOFF. <DA: N1-255-00-6> *PERMANENT* RETIRE TO FRC 5 YEARS AFTER CUTOFF. TRANSFER TO NARA 15 YEARS AFTER CUTOFF. <DA: N1-255-00-6> DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-00-6> RETIRE TO FRC 5 YEARS AFTER CUTOFF. DESTROY 15 YEARS AFTER CUTOFF. <DA: N1-255-00-6> RETAIN FOR ONE YEAR. DESTROY WHEN NO LONGER NEEDED AT THE CONCLUSION OF THE ONE YEAR RETENTION. <DA: N1-255-00-6> DESTROY 1 YEAR AFTER PUBLICATION IS SENT. <DA: N1-255-00-6>
1150	15.1	LEGISLATION FILES -- PROPOSED A. Documents accumulated in the preparation and processing of legislation proposed by or in the interest of NASA. Includes drafts of legislation, reports to committees on introduced legislation, and comments on, including coordination through Center legal office(s) with final submissions to Headquarters, on legislative proposals. This series includes case files on each proposed item of legislation and files are kept and maintained, and broken in this fashion. OPR: NASA Headquarters, Office of Legislative Affairs	RETIRE TO FRC 5 YEARS AFTER PROPOSAL IS ENACTED INTO LAW OR IS KILLED. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-94-1>

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		B. Offices providing information, feeder reports, or pertinent documentation to cognizant Headquarters office concerning the proposed legislation. C. All other offices/copies.	DESTROY WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-94-1> DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES. <DA: N1-255-94-1>
1170	16	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES A. Minutes of meetings of the Inventions and Contributions Board. 1. Record copy. HQ: BOARD OF CONTRACT APPEALS	* PERMANENT * TRANSFER TO NARA WHEN 5 YEARS OLD. <DA: N1-255-94-1>
		2. Centers. Monetary Awards Only (Significant). 3. All other copies.	RECORDS ARE SUBMITTED TO NASA HQ BY COGNIZANT TU PROGRAM OR PATENT PROGRAM AS APPLICABLE. <DA: N1-255-94-1> DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
		B. Copies of documents/records created by the Board that are maintained at centers or by Board members.	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
		C. Alphabetical files, by contributor, on contributions NOT considered for award; files include correspondence, evaluations, and all related papers/records.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 23 YEARS OLD. <DA: N1-255-94-1> (N 13-17)
		D. Alphabetical files, by contributor, on contributions considered for award; files include correspondence, evaluations, recommendations by the Inventions and Contributions Board and the Administrator Board and the Administrator and all related records/documentation.	RETIRE TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 22 YEARS OLD. <DA: N1-255-94-1> (N 13-17)
		E. Denied Award Hearings Files. Case files on hearings evolving from denied awards from the Inventions and Contributions Board.	RETIRE TO FRC AFTER CASE IS CLOSED. DESTROY WHEN 25 YEARS OLD. <DA: N1-255-94-1> (N 13-18)
		F. Award case files/applications that have been microfilmed. 1. Paper Records.	DESTROY WHEN MICROFILM/MICROFICHE HAS BEEN VERIFIED. <DA: N1-255-94-1>

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		2. Microfilm/microfiche Records.	DESTROY WHEN NO LONGER NEEDED OR WHEN 25 YEARS OLD WHICHEVER IS SOONER. <DA: N1-255-94-1>
1180	17	NASA BOARD OF CONTRACT APPEALS CASE FILES— GOVERNMENT COUNSEL'S CASE FILES Appeals before the NASA Board of Contract Appeals consisting of Notices of Appeal, complaint, answer and/or motion, correspondence, transcripts of proceedings before the Board, exhibits, briefs in support of the parties positions taken under the disputes clause of a NASA contract, and Board decisions, together with working papers of the trial attorney charged with representing NASA before the Board.	RETIRE TO FRC 2 YEARS AFTER BOARD HAS RENDERED ITS DECISION OR CASE IS SETTLED. DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-1> (N 13-22)
1180	18	BOARD OF CONTRACT APPEALS CASE FILES Records of appeals of NASA contractors under the disputes clause of a NASA contract, including findings and final decisions of NASA contracting officers, pleadings, transcripts of hearings, briefs, exhibits, and related correspondence, memoranda, working papers, Board decisions, and other related papers/documentation. A. Records created prior to October 1, 1979. Cases in which the appeal was withdrawn or settled. B. Cases in which the Board rendered a decision. C. Records created after September 30, 1979. Cases in which the appeal was withdrawn or settled.	RETIRE TO FRC 2 YEARS AFTER YEAR IN WHICH APPEAL WAS WITHDRAWN OR SETTLED. DESTROY 6 YEARS, 3 MONTHS AFTER FINAL ACTION ON DECISION. [GRS 3-15a] RETIRE TO FRC 6 YEARS AFTER YEAR IN WHICH DECISION WAS RENDERED. DESTROY WHEN 11 YEARS OLD. <DA: N1-255-94-1> (N 17-49) DESTROY 1 YEAR AFTER FINAL ACTION ON DECISION. [GRS 3-15b]
1200	19	SYMPOSIA AND CONFERENCE FILES—MANAGEMENT Files (including invitations, attendance records, agenda, minutes, reports, etc.) of routine and ad hoc conferences and meetings, such as meetings of non-project working groups and task groups, included are staff meetings related largely to administrative matters.	RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 1-39, N 24-14)
1216	21	SPECIAL PRIORITIES ASSISTANCE FILES Documents used in requesting, coordinating, and granting priorities. A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u>	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 17-18)

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	21	B. ALL OTHER OFFICES/COPIES	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
1280	26.5	QUALITY MANAGEMENT FILES Files related to the status of the overall effectiveness of the Quality System at the NASA installations. Records include audits, oversight of corrective action, management review activities, quality system metrics evaluations, and correspondence with external auditor. A. <u>CENTER-OFFICE OF PRIMARY RESPONSIBILITY</u> Recordkeeping copy (paper) B. <u>ALL OTHER OFFICES</u> . Recordkeeping copy (paper) (When not covered elsewhere in these schedules.) C. <u>ELECTRONIC COPIES</u> generated on office automation applications such as E-mail and word processing applications.	DESTROY WHEN 7 YEARS OLD. <DA: N1-255-99-3> DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-99-3> DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-99-3>
1328	31	MILITARY REPORTS Reports and copies of documents from the Departments of the Army, Navy, Air Force, and Defense.	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1> (N 1-33)
1355	32	UNIVERSITY AFFAIRS PROGRAM FILES These are case files kept alphabetically by individual, by program. Case files will typically include, but not be limited to, application forms, transcripts, proposals, and letters of recommendations, as appropriate for each program. Records in this series may include any other associated correspondence or documentation related to the operation and functions of the program. Programs include, but are not limited to: Advanced Designee Program NASA/USRA ASEE Summer Faculty Fellowship Program Graduate Program in Aeronautics Graduate Student Researchers Program (GSRP) Graduate Student Researchers Program/UMF Historically Black Colleges and Universities (HBCU) Space Technology Development and Utilization Program (STDP) Joint Institute for Advancement of Flight Sciences (JIAFS) Langley Aerospace Research Summer Scholars Program (LARSS) NASA Space Engineering Research Center Program National Research Council (NRC) Resident Research Associateship	

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
	32	Program National Space Grant College and Fellowship Program Other Minority University Programs A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u> : University Affairs B. <u>ALL OTHER OFFICES/COPIES</u> C. <u>ROSTERS OR LISTS OF PARTICIPANTS/INDIVIDUALS IN RESPECTIVE PROGRAMS</u>	RETAIN ON-SITE. DESTROY 5 YEARS AFTER COMPLETION OF RESPECTIVE PROGRAM. <DA: N1-255-94-1> DESTROY WHEN NO LONGER NEEDED OR WHEN REFERENCE VALUE CEASES. <DA: N1-255-94-1> DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
1360	33	INTERNATIONAL CORRESPONDENCE Correspondence with private individuals outside of the U.S. requesting information or publications.	DESTROY 2 YEARS AFTER RESPONSE TO REQUEST. <DA: N1-255-94-1> (N 1-11)
1370	35	FOREIGN NATIONAL VISITORS FILES Documents relating to the visits of foreign nationals, including authorizations, security clearances, itineraries, correspondence, and reports.	DESTROY 2 YEARS AFTER TERMINATION OF VISIT. <DA: N1-255-94-1> (N 19-17)
1370	36	VISITOR OPINION CARDS Forms completed by visitors to centers showing their opinion of the facilities.	DESTROY 6 MONTHS AFTER VISIT. <DA: N1-255-94-1> (N 19-20)
1380	37	COMMUNITY RELATIONS FILES A. Documentation showing the development, maintenance, and improvement of relations between NASA and the community. GSFC: These are meetings between local leaders in business/political areas to show/demonstrate what GSFC is doing in the local community, rotary clubs, Chamber of Commerce, etc. B. Records relating to speeches, tours, personal appearances, and other such routine activities.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 19-19) DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 19-19)
1380	38	STATISTICAL REPORTS FILES Statistics regarding public affairs activities of Centers for use in compiling semiannual report, including statistics regarding dissemination of publications and number of publications in stock.	

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		A. <u>HQ: PUBLIC AFFAIRS (OPR)</u> B. <u>CENTERS: Office of Primary Responsibility</u> C. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 19-8) DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1> (N 19-8) DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 19-8)
1380	39	NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS Periodic newsletter, bulletins, or similar types of official Center publications that contain information relating to Center facilities, operations, significant projects, mission development, personnel, social fabric, and any other information of interest to NASA employees.	
		A. Record Copy. B. Record Copy.	*PERMANENT* TRANSFER ONE COPY OF EACH ISSUE TO NARA ANNUALLY IN ONE-YEAR BLOCKS AT THE END OF EACH CALENDAR YEAR. IF IN ELECTRONIC FORMAT, TRANSFER IN ACCORDANCE WITH 36 CFR 1228.270 AND CURRENT NARA GUIDANCE. <DA: N1-255-05-01> TEMPORARY. TRANSFER A SECOND COPY OF EACH ISSUE TO LOCAL CENTER HISTORY OFFICE. DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-05-01>
1380	40	BIOGRAPHICAL RECORDS FOR PUBLIC AFFAIRS - NASA 10 BRPA PASR Current biographical information about principal and prominent management and staff officials, program and project managers, scientists, engineers, speakers, other selected employees, involved in newsworthy activities, and other participants in agency programs, with a recent photograph when available. Data items are those generally required by NASA or the news media in preparing news or feature stories about the individual and/or the individual's activity with NASA.	RECORDS ARE MAINTAINED AS LONG AS THERE IS POTENTIAL PUBLIC INTEREST IN THEM AND ARE DISPOSED OF WHEN NO LONGER REQUIRED. <DA: N1-255-94-1>
1380	41	AUDIENCE REPORT FORMS	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 19-11)

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
1382	50	FOIA REPORTS Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Congress. A. <u>NASA ANNUAL REPORTS TO CONGRESS MAINTAINED AT THE AGENCY-LEVEL</u> Record Copies: HQ ONLY B. <u>RECURRING REPORTS AND ... INFORMATION ACT, EXCLUDING ANNUAL REPORTS TO THE CONGRESS</u> C. <u>ALL OTHER COPIES/REPORTS</u>	* PERMANENT * RETIRE TO FRC WHEN 3 YEARS OLD. TRANSFER TO NARA WHEN 15 YEARS OLD. <DA: N1-255-94-1> DESTROY WHEN 2 YEARS OLD. [GRS 14-14] DESTROY WHEN 2 YEARS OLD OR SOONER IF NO LONGER NEEDED FOR ADMINISTRATIVE USE. <DA: N1-255-94-1>
1382	54	NEW RELEASES One copy of each prepared statement or announcement issued for distribution to the news media. Published or processed documents, such as "Press Kits," "Fact Sheets," "Current News," and all other materials used mainly for news media. News releases that announce events such as adoption of new programs, terminations of old programs, major shifts in policy, and changes in senior agency personnel and may be a textual record such as a formal press release or non-textual, such as films, video, or sound recordings (typically cleared through HQ). A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u> HQ: Office of Public Affairs (Will maintain ONE record copy of each document) B. <u>STENNIS SPACE CENTER ONLY</u> The following items as originally produced and distributed by SSC both on-site and locally by the Office of Public Affairs: News Releases - Fact Sheets - Brochures	* PERMANENT * RETIRE TEXTUAL RECORDS TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 19-1) AUDIO VISUAL RECORDS ARE TO BE TRANSFERRED TO NARA IN ACCORDANCE WITH MEDIUM OF CREATION. RETIRE IN 5 YEAR BLOCKS WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 19-1) * PERMANENT * TRANSFER ANNUALLY TO NARA, SOUTHEAST REGION, 1557 ST. JOSEPH AVE., EAST POINT, GA 30644, WITH ANY ASSOCIATED LOSS OR INDEXES. <DA: N1-255-94-1>

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		C. <u>ALL OTHER CENTERS, OFFICES, OR COPIES</u>	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. <DA: NI-255-94-1>
1382	56	INFORMATION SERVICE REPORTS Routine requests for exhibits, speakers, tours, and personal appearances by NASA officials and astronauts.	DESTROY WHEN 5 YEARS OLD, OR WHEN NO LONGER NEEDED FOR REFERENCE WHICHEVER IS FIRST. <DA: NI-255-94-1>
1382	57	NASA RADIO PRESENTATIONS Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD) A. <u>1992 AND EARLIER</u> One copy of each radio program as created by NASA and provided to the general public and radio stations. Formats can consist of, but are not limited to: NASA Radio Special Reports; Audio News Features; and Space Notes. (Mediums of transfer consist of: Reel-to-reel, cassettes; transcripts; etc.) B. <u>1993 AND CONTINUING</u> 1. NASA Space Stories These are stories of interest about NASA programs/projects. Stories are created as weekly radio shows and are distributed every 4 weeks. Masters consist of 4 stories approximately 4 1/2 minutes in length and 4 items entitled "Frontiers" each is a 90 second version of the Space Story. English and "Spanish" versions of each program, including a written translation, if one exists. NOTE: Spanish versions of the NASA Radio programs consist of the NASA Space Stories produced approximately every 1-2 weeks every 4 weeks with one 4 1/2 minute and one 90 second story which duplicate/copy an English story. 2. NASA Special Reports. 3. NASA Space Notes. Radio programs created by NASA and provided to the general public and radio stations.	* PERMANENT * RETIRE TO FRC 1 YEAR AFTER RELEASE OR DELIVERY. TRANSFER TO NARA WHEN 5 YEARS OLD. <DA: NI-255-94-1> (N 19-3) * PERMANENT * TRANSFER 1 PRODUCTION MASTER (1/4" OPEN REEL-TO-REEL TAPE) AND 1 DUBBED CASSETTE COPY TO NARA ANNUALLY, ALONG WITH 1 HARD COPY OF THE LABEL INFORMATION FOR EACH CASSETTE. <DA: NI-255-94-1> (N 19-3) * PERMANENT * SEE ABOVE DISPOSITION B.1. <DA: NI-255-94-1> * PERMANENT * SEE ABOVE DISPOSITION B.1. <DA: NI-255-94-1>

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
	57	C. <u>NASA OFFICIAL INTERVIEWS</u> 1. Raw and Routine interviews. These are interviews done for research and background information for production of NASA Space Stories and Frontiers. (These interviews have been produced on DAT Tapes, cassettes, and 1/4" reel-to-reel tapes.) 2. Special Interest Interviews. These are unique interviews with NASA officials concerning current items, issues, or research programs/projects of interest or of special significance to NASA.	DESTROY WHEN 2 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: NI-255-94-1> * PERMANENT * TRANSFER 1 PRODUCTION MASTER AND 1 DUBBED CASSETTE COPY TO NARA ANNUALLY ALONG WITH 1 HARD COPY OF LABEL OR BACKGROUND INFORMATION CREATED. <DA: NI-255-94-1>
1382	58	PAO CLIPPING FILES (SSC ONLY) Files of articles appearing in technical, trade, commercial publications or magazines on NASA and/or the space program in general. Files may include information collected, which pertains to specific programs being conducted at Stennis or any other center with regard to space and aeronautics research.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE VALUE OR TRANSFER TO SSC HISTORIAN'S OFFICE. IF TRANSFERRED TO THE HISTORIAN, THAT OFFICE WILL DESTROY WHEN NO LONGER NEEDED. RECORDS CANNOT BE RETIRED TO AN FRC. <DA: NI-255-94-1>
1385		Speeches and Speakers	(see below)
1385	62	SPEECH FILES Official speeches by NASA personnel. Speeches, addresses, comments, and remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of state and local governments, or private groups.	
		A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u> B. <u>ALL OTHER OFFICES/COPIES</u>	* PERMANENT * RETIRE TO FRC 1 YEAR AFTER RELEASE OR DELIVERY. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: NI-255-94-1> (N 19-2) DESTROY WHEN NO LONGER NEEDED FOR REFERENCE <DA: NI-255-94-1>

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
1385	63	SCRIPT FILES Official film, radio, and television scripts.	
		A. OFFICE OF PRIMARY RESPONSIBILITY	* PERMANENT * RETIRE TO FRC 1 YEAR AFTER RELEASE OR DELIVERY. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 19-3)
		B. ALL OTHER OFFICES/COPIES	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1> (N 19-3)
1387	64	PUBLICATIONS A. ONE COPY OF EACH OFFICIAL NASA PUBLICATION	* PERMANENT * TRANSFER 1 COPY ANNUALLY OF ALL PUBLICATIONS CREATED TO NARA. <DA: N1-255-94-1> (N 19-10)
		B. PRE-PUBLICATION MATERIAL (General publication files, i.e. STI, R&D, publications held at CASI - See Schedule 2, AFS 2220)	RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 19-10)
1387	65	EXHIBITS A. SMALL ROUTINE EXHIBITS Files consist of case records and related documentation/materials, pictures of set-up/design, and specification sheets.	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
		B. LARGE MAJOR EXHIBITS Files include visitor centers and major off-site exhibits including pictures of set-up/design, specifications sheets and related papers.	* PERMANENT * RETAIN EXHIBIT MATERIAL/ DOCUMENTATION ON-SITE FOR 2 YEARS AFTER EXHIBIT IS CLOSED OR REMOVED, THEN TRANSFER TO NARA. <DA: N1-255-94-1>
		C. SPECIAL EXHIBITS Files consist of case files on special project/exhibits, unique programs, including photographs of the project/exhibit. Examples of such exhibits are, but not limited to: World Fairs	* PERMANENT * TRANSFER TO NARA 5 YEARS AFTER COMPLETION OF PROJECT/ EXHIBIT OR WHEN

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		Air Show(s) Exhibits for the Blind	YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
1387	66	FILM FILES (JSC ONLY) Records created with regard to films, comprised of contractor cost records and contain contractor-proprietary information.	RECORDS ARE RETAINED AT JOHNSON SPACE CENTER FOR 5 YEARS AFTER TERMINATION OF CONTRACT; THEN DESTROY. <DA: N1-255-94-1>
1392	67	PRE-PUBLICATION MATERIAL - EDUCATIONAL Files consist basically of separations, photographs, camera-ready artwork used primarily to produce final educational publications.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. EARLIER DESTRUCTION IS AUTHORIZED IF MATERIAL IS NO LONGER NEEDED OR USEFUL. <DA: N1-255-94-1>
1392	68	EDUCATIONAL PROGRAMS Files of the Spacemobile Operations, schedules, attendance, contract files. Files also know as "AESP" Aerospace Education Services Program, are included in this series. In addition, records of school attendance/ visits are filed in this category. Other records that are considered similar and are included in this series are: - Governor School Program: Program designed for gifted students; run by the State Department. - Explorer Scouts Program: Program for high school students during the regular school year. - NEWEST Program: Workshop for teachers; taught 2-weeks every year. NOTE: These records may also be a part of the SHARP system of records (NASA 10 SPER-PASR).	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 19-7)
1392	70	TEACHER WORKSHOP FILES Files of teacher workshops showing number of seminars, location, attendance, and brief outlines of programs. Included in these records are requests for services and teacher resource files.	RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1>
1394	71	MOTION PICTURE FILMS NOTE: The following dispositions are for FILM ONLY. VIDEO productions are in SCHEDULE 2 and SCHEDULE 8 of this handbook. FILM FOOTAGE THAT MAY BE DISPOSED OF: - Extra copies (master positives; duplicate negatives or prints) of original materials, which have been forwarded to NARA or the appropriate FRC.	

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		- Original film footage, which is unusable because of inferior quality. - Copies of motion pictures which were made by other agencies and which are no longer useful or do not pertain to NASA activities.	
	71	B. R&D PROJECTS: Film produced by centers or contractors for research and development projects/programs which require photographic (film) support. 1. Complete film reports. (Finished Productions Only) 2. Engineering film - which has documentary (historical) value as well as technical value. 3. Other engineering film footage necessary for development and performance testing, which has been documented in project reports. C. SOUND TRACKS 1. Sound tracks created with agency sponsored films or R&D projects. (See Also B. and D. of this item.) 2. Sound tracks that are pre-mix sound elements created during the course of a motion picture, television, or radio production. 3. Library sound recordings (e.g., effects, music). D. AGENCY SPONSORED FILMS - OTHER: 1. Films used for the visual presentation of information to the public. (a) Office of Primary Responsibility:	* PERMANENT * RETAIN ON-SITE FOR 5 YEARS. TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD. MATERIALS TO BE INCLUDED: ORIGINAL NEGATIVE OR COLOR ORIGINAL PLUS SOUND AND ONE PROJECTION PRINT. COORDINATE THIS TRANSFER WITH NASA HQ BEFORE SHIPMENT. <DA: NI-255-94-1> SEE AND APPLY ABOVE DISPOSITION. TRANSFER TO FRC 1 YEAR AFTER PROJECT COMPLETION, CANCELLATION, OR TERMINATION. DESTROY WHEN 5 YEARS OLD. <DA: NI-255-94-1> * PERMANENT * TRANSFER WITH ORIGINAL FILM ALONG WITH IDENTIFYING INFORMATION IF POSSIBLE. <DA: NI-255-94-1> DESTROY IMMEDIATELY AFTER USE. [GRS 21-24] DESTROY WHEN NO LONGER NEEDED. [GRS 21-25 (85)] * PERMANENT * RETAIN FILM ON-SITE FOR 5 YEARS. TRANSFER TO NARA

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		Examples of such films are, but not limited to: Television news releases and information reports, i.e., "NASA Highlights" - Press conf. mission reports "Resource Tape" - Rough cut edit with sound track "Post Launch Briefing Clip"	(COLLEGE PARK, MD) WHEN 5 YEARS OLD. MATERIAL TO BE INCLUDED: ORIGINAL NEGATIVE OR COLOR ORIGINAL PLUS SOUND TRACK; AND INTERMEDIATE MASTER POSITIVE OR DUPLICATE NEGATIVE PLUS SOUND TRACK; AND SOUND PROJECTION PRINT, ALONG WITH COMPLETE IDENTIFYING INFORMATION. COORDINATE WITH NASA HQ BEFORE SHIPMENT. <DA: NI-255-94-1>
		(b) All other offices/copies. (c) Original film used to create the "Highlights" and "Resource Tape".	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES. <DA: NI-255-94-1> TRANSFER TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD. <DA: NI-255-94-1>
		2. Films (internal) such as training films that explain agency functions or activities intended for internal or external distribution.	* PERMANENT * RETAIN ON-SITE FOR 5 YEARS. TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD. MATERIALS INCLUDED: ORIGINAL NEGATIVE OR COLOR ORIGINAL PLUS SOUND TRACK, AND ONE PROJECTION PRINT. COORDINATE WITH NASA HQ BEFORE SHIPMENT. <DA: NI-255-94-1>
	71	3. Films of sponsored television news releases, public service (or spot) announcements and information reports other than those identified in B., D.1. and D.2. above.	* PERMANENT * RETAIN ON-SITE FOR 5 YEARS. TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD. <DA: NI-255-94-1>
		4. Library copies of films.	DESTROY WHEN FILM BECOMES INACTIVE OR DAMAGED. <DA: NI-255-94-1>
1410	27	FORMAL DIRECTIVES, NASA MANAGEMENT INSTRUCTIONS (NMI), PROCEDURAL, AND OPERATING MANUALS Formal directives distributed as orders, circulars, or in- loose-leaf manual form announcing major changes in the Agency's policies and procedures. Normally these are issued by authority of the head of the agency. Extensive procedures are frequently detailed in operating manuals.	

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	72	<p>A. HEADQUARTERS - AGENCY LEVEL OPR: Management Operations Division, NASA Headquarters</p> <p>Issuances related to agency program functions. Management issuance office Responsible for maintaining all records and background material pertaining to each published instruction, handbook, policy directive, etc. Included in this series is the case files related to the issuance which document aspects of the development of the issuance, including significant backup, comments; original signature pages; etc.</p> <p>B. CENTERS</p> <p>1. FORMAL ISSUANCES - SEE ABOVE DESCRIPTION</p> <p>2. ROUTINE ISSUANCES Issuances related to routine administration functions (i.e., payroll, procurement, personnel, etc.)</p> <p>Case files related to the above documents.</p>	<p>* PERMANENT * RETIRE TO FRC 1 YEAR AFTER BECOMING OBSOLETE OR SUPERSEDED. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: NI-255-94-1> (N 1-2)</p> <p>* PERMANENT * RETIRE TO FRC 5 YEARS AFTER CANCELLATION OR WHEN SUPERSEDED. TRANSFER TO NARA REGIONAL ARCHIVE IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: NI-255-94-1></p> <p>DESTROY WHEN SUPERSEDED OR OBSOLETE. [GRS 16-1a]</p> <p>DESTROY WHEN ISSUANCE IS DESTROYED. [GRS 16-1b]</p>

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<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION <Authority></u>
	72	<p>C. OFFICES PROMULGATING POLICIES, PROCEDURES, INSTRUCTIONS, ETC. TO BE PUBLISHED</p> <p>D. COPIES OF THIS MATERIAL RETAINED IN PROMULGATING OFFICE</p> <p>E. ALL OTHER OFFICES/COPIES, INCLUDING ELECTRONIC VERSIONS</p>	<p>TRANSFER BACKGROUND AND RELATED MATERIAL TO AGENCY LEVEL ISSUANCE OFFICE (ITEM A.) <DA: NI-255-94-1></p> <p>DESTROY COPIES OF RECORD MATERIAL WHEN NO LONGER NEEDED. <DA: NI-255-94-1></p> <p>DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED. <DA: NI-255-94-1></p>
1440	75	<p>RECORDS MANAGEMENT FILES</p> <p>NOTE: These records cannot be retired to an FRC.</p> <p>A. Records Dispositions Descriptive inventories, disposal authorizations, schedules and reports.</p> <p>1. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 256, Request to Transfer, Approval, and Receipt of Records to the National Archives of the United States; and, related documentation.</p> <p>(a) Agency Records Officer.</p> <p>(b) Center Records Managers (OPR).</p>	<p>RETAIN ON-SITE INDEFINITELY UNTIL NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES. DESTROY AFTER NEXT COMPLETE REVISION OF SCHEDULES HAS BEEN PUBLISHED OR WHEN 50 YEARS OLD, WHICHEVER IS LONGER. <DA: NI-255-94-1> (N 1-25)</p> <p>RETAIN ON-SITE AND DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 75 YEARS OLD, WHICHEVER IS LONGER. <DA: NI-255-94-1></p>
	75	<p>(c) All other offices/copies.</p> <p>2. Routine correspondence, memoranda, and extra copies of documentation concerning records dispositions and associated activities.</p>	<p>DESTROY 6 YEARS AFTER THE RELATED RECORDS ARE DESTROYED OR TRANSFERRED TO NARA, WHICHEVER IS APPLICABLE. [GRS 16-2a (2)]</p> <p>DESTROY WHEN 2 YEARS OLD. [GRS 16-2b]</p>

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ORGANIZATION AND ADMINISTRATIVE RECORDS

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(AFS 1000-1999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
75	B.	Records Holdings Files Statistical reports of agency holdings, cleanup campaigns, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer to NARA.	
		1. Records held by offices that prepare reports on Agencywide records holdings.	DESTROY WHEN 3 YEARS OLD. [GRS 16-4a]
		2. Records held by other offices.	DESTROY WHEN 1 YEAR OLD. [GRS 16-4b]
		C. Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and file management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.	DESTROY WHEN 6 YEARS OLD. [GRS 16-7]
		D. Local instructions on records management, including surveys, inventories, studies, feeder reports, and general correspondence.	DESTROY WHEN 6 YEARS OLD. [GRS 16-7]
		E. Office record locator files, indexes, or listings that are used to locate records in current files, or files that have been transferred to staging areas or retired to FRC; including file plans and office copies of shipping lists.	DESTROY FILE PLANS/INDEXES WHEN SUPERSEDED. DESTROY LISTS (SHIPPING/TRANSFER) WHEN RECORDS THEREON HAVE BEEN DESTROYED, OR WHEN THE LIST IS NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1>
75	F.	NASA Form 1418, Proposed Change to NASA Records Control Schedules.	
		1. Agency Records Officer.	
		(a) Approved NF 1418.	FILE WITH SF 115 OR SF 258 CASE FILE AS APPROPRIATE. DESTROY AS DIRECTED IN ITEM A.1. ABOVE. <DA: N1-255-94-1>
		(b) Disapproved NF 1418.	RETURN ORIGINAL TO INSTALLATION OR OPR. DESTROY COPY ONE YEAR LATER. <DA: N1-255-94-1>
		2. Center Records Managers.	DESTROY 1 YEAR AFTER PUBLICATION OF DISPOSITION STANDARD OR 1 YEAR AFTER DISAPPROVAL, WHICHEVER IS FIRST. <DA: N1-255-94-1>
		3. All other offices/copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1>

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1442	77	FINDING AIDS	
		A. Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or an approved item in this schedule. NOTE: EXCLUDED from this series are records containing abstracts or other information that can be used as an information source APART from the related records. An SF-115 MUST BE SUBMITTED by the Agency Records Office PRIOR TO DISPOSAL of these records-Contact the local Center Records Manager for guidance on this process.	DESTROY OR DELETE WITH THE RELATED RECORDS. [GRS 23-9]
		B. Finding aids for series of records that HAVE BEEN accessioned by the National Archives and Records Administration and those relating to major program case files not previously authorized for disposal. C. All other finding aids/copies.	* PERMANENT * TRANSFER TO NARA WITH RELATED RECORDS <DA: N1-255-94-1> FOLLOW DISPOSITION INSTRUCTIONS FOR THE RECORDS TO WHICH THEY RELATE, OR DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1>
1442	78	GENERAL OFFICE FILES	
		A. <u>CHRON FILES - READING FILES</u> Files that are extra copies, convenience copies, reference copies, which are filed and maintained in chronological order. These are duplicates and ARE NOT the official record copy (yellow).	TRANSFER TO HISTORIAN'S OFFICE WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED FOR REFERENCE. HISTORIAN WILL DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1> (N 1-90)
		1. AMES RESEARCH CENTER ONLY	TRANSFER TO INSTALLATION RECORDS MANAGER WHEN 1 YEAR OLD - THIS OFFICE WILL DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1>
		B. <u>SUSPENSE FILES</u> Papers/records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date. 1. A note or other reminder to take some action.	DESTROY AFTER ACTION TAKEN. [GRS 23-6a] (N 1-90)

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	78	2. The file copy or an extra copy of an outgoing communication, filed by date on which a reply is expected.	WITHDRAW DOCUMENTS WHEN REPLY IS RECEIVED. NOTE: IF SUSPENSE COPY IS AN EXTRA, DESTROY IMMEDIATELY; IF COPY IS THE FILE COPY, INCORPORATE IT INTO THE OFFICIAL FILES. (GRS 13-5a)
		C. TRACKING AND CONTROL RECORDS Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or this schedule.	DESTROY OR DELETES WHEN 2 YEARS OLD, OR 2 YEARS AFTER THE DATE OF THE LATEST ENTRY, WHICHEVER IS APPLICABLE. (GRS 25-8)
		D. INFORMATION COPIES Copies of correspondence, reports, or other documents that are for reference use and are not made a part of an official subject or case file.	DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 1-9b)
1470	79	MANAGEMENT IMPROVEMENT REPORTS Management improvement reports submitted to the Office of Management and Budget (i.e., A-76 Reports) and related analyses. This includes Government Performance and Results Act (GPRA) development and final records.	(N 1-5)
		A. OFFICE OF PRIMARY RESPONSIBILITY	RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1>
		B. ALL OTHER OFFICES/COPIES	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
1490	80	OFFICE COPYING EQUIPMENT FILES A. Procurement requests, NASA Form 51, justifications, approvals or disapprovals, located in offices (not the office procuring the equipment) whether purchase or rental equipment (except equipment in printing, duplicating, or reproduction facilities). B. Daily production reports/records.	DESTROY 2 YEARS AFTER ACQUISITION OF EQUIPMENT OR AFTER DISAPPROVAL. <DA: N1-255-94-1> DESTROY 90 DAYS AFTER INCLUSION OF DATA IN MONTHLY (OR OTHER CONSOLIDATED) REPORT. <DA: N1-255-94-1> (N 16-7)

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		C. Production reports (other than daily), cost records (including repairs, maintenance, supplies, operating labor, depreciation) and studies.	DESTROY WHEN 5 YEARS OLD. (IF RECORDS ARE KEPT SEPARATELY FOR EACH MACHINE, DESTROY WHEN MACHINE IS DISPOSED OF OR TRANSFER WITH MACHINE.) <DA: N1-255-94-1>
1490	82	JOB OR PROJECT FILES - PRINTING Job or project records containing all papers and data pertaining to the planning and execution of duplication, and distribution of jobs (in-house):	(N 16-2)
		A. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers, exclusive of: - Requisitions on the Public Printer and related records; and, - Records relating to services obtained outside the Agency.	DESTROY 1 YEAR AFTER COMPLETION OF JOB. <DA: N1-255-94-1>
	82	B. Files pertaining to planning and other technical matters concerning these services.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1>
		C. NASA Headquarters Duplicating Center - in-house duplication only, records relating to the operation, execution, reproduction (i.e., Form 51 - HQ Printing and Reproduction Requisition/Request) and distribution.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
1490	84	JOINT COMMITTEE ON PRINTING - REPORTS TO / AUTHORIZATIONS A. Agency reports to the Joint Committee on Printing regarding the operation of Class A and B plants and inventories of printing, binding, and related equipment in Class A and B plants or in storage. B. Copies of reports in subordinate reporting units and their related work papers. C. Correspondence and authorizations by the JCP and related papers concerning establishment, relocation, and disestablishment of printing plants. D. Records/reports concerning the acquisition, transfer, and disposal of equipment. E. All other miscellaneous documentation, e.g., inclusion of printing in contracts or grants.	DESTROY WHEN 3 YEARS OLD. (GRS 13-5a) (N 16-4) DESTROY 1 YEAR AFTER DATE OF REPORT. (GRS 13-5b) (N 16-4) RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 16-5) DESTROY 2 YEARS AFTER DISPOSAL OF THE EQUIPMENT. <DA: N1-255-94-1> (N 16-5) DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 16-5)

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1500	85	LOCATOR RECORD FILES Locator sheets, cards, tags, such as space control sheets, location sheets, location cards, bin tags, and other papers utilized as a check or inventory of stock location.	DESTROY WHEN SUPERSEDED OR OBSOLETE <DA: N1-255-94-1> (N 17-25)
1520	86	GRAPHIC ARTS - VISUAL MEDIA Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities. A. ORIGINAL ART WORK - NASA ART PROGRAM 1. Art work (non-record artifact) commissioned by NASA to depict/represent a particular event or concept of space and/or NASA missions. 2. NASA Portraits - High-level NASA officials (i.e., Administrator, Center Directors, Deputy Administrators, Deputy Center Directors) (Office of Record at NASA Headquarters). 3. STENNIS SPACE CENTER ONLY (Graphics Office) Artwork developed and used in hearings, presentations, reviews, conferences, briefings, and presentations of information to the general public such as speeches, news releases, educational briefs, and exhibits. (Official file copies are maintained by another office at Stennis Space Center.) B. BOARD ART - COMPUTER GENERATED GRAPHICS 1. Presentations to the Public Artwork used in Congressional Hearings; budget presentations; summary review conferences; technical briefings; and presentations to the public such as speeches, releases to news media, educational briefs, and exhibits. 2. NASA Internal Use Artwork used in fund drives, posters for employee-sponsored activities, illustrations used in administrative function activities, and other routine in-house activities, including routine handouts, flyers, posters, letterheads, and other graphics. C. VIEWGRAPHS/TRANSPARENCY 1. Master photographic negatives - such as those used in the production of visual aids (slides, viewgraphs, and photographs) from original art. NASA HQ: OPR - CODE JOB-2 ONLY	RETAIN INDEFINITELY WITHIN AGENCY CUSTODY AS PART OF THE NASA ART PROGRAM OPERATED BY CODE P AT NASA HQ. <DA: N1-255-94-1> PERMANENT * TRANSFER ONE 3x5 TRANSPARENCY AND PRINT TO NARA WHEN 10 YEARS OLD. <DA: N1-255-94-1> DESTROY WHEN NO LONGER NEEDED BY THE INSTALLATION OR WHEN REFERENCE VALUE CEASES. <DA: N1-255-94-1> RETURN ORIGINAL BOARD ART TO THE REQUESTING OFFICE. DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1> (N 91a(1)) DESTROY WHEN NO LONGER NEEDED FOR PUBLICATION OR REPRINTING. (GRS 21-6) (N 9-1a(2)) RETIRE ORIGINAL TO FRC WHEN NO LONGER NEEDED TO REPRODUCE ADDITIONAL VISUAL AIDS, WORKING COPIES, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.

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			DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 91b)
		2. Slides and viewgraphs/transparencies used by program staff and project offices for presentations. 3. All other offices/copies. 4. STENNIS SPACE CENTER ONLY Records consist of master photographic negative/transparency files, graphic arts, and line art, including any material maintained in electronic/magnetic format. Collection includes black & white half tones, color photos, negatives and paper line art. This collection may include duplicate files that exist in other offices of the same presentation. (Some work is generated by use of photo-typesetting equipment.) D. LINE ART / NEGATIVES / PLATES 1. Line and halftone negatives, screened paper prints and offset lithographic plates used for photomechanical reproduction. 2. Line copies of graphs and charts. E. VISUAL AIDS REQUISITION/REGISTER FILES 1. Requests and instructions for the preparation of the visual aids described under this item b., whether in hard copy or electronic. 2. Registers showing receipt of requisition and control number assigned to it. NOTE: These records may be included in an automated "Action Tracking System." F. FINDING AIDS FOR VISUAL MEDIA/GRAPHIC ARTS Finding aids for identification, retrieval, or use of temporary audiovisual, visual records. May include indexes, catalogs, shelf lists, logbooks, caption sheets, shot lists, etc., and may be in text, card, microform, or electronic.	DESTROY 1 YEAR AFTER USE (GRS 21-5) (N 9-1c) DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1> DESTROY OR DISPOSE OF RECORDS WHEN NO LONGER NEEDED BY THE AGENCY OR WHEN REFERENCE VALUE CEASES. <DA: N1-255-94-1> DESTROY WHEN NO LONGER NEEDED FOR PUBLICATION OR REPRINTING. (GRS 21-7) DESTROY WHEN NO LONGER NEEDED FOR PUBLICATION OR REPRINTING. (GRS 21-8) DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 9-2) DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 9-3) DISPOSE OF ACCORDING TO THE INSTRUCTION COVERING THE RELATED AUDIOVISUAL RECORD. (GRS 21-29)
1530	88	MAILING OR DISTRIBUTION LISTS A. CORRESPONDENCE REQUEST FORMS AND OTHER RECORDS RELATING TO CHANGES IN MAILING LISTS	DESTROY AFTER APPROPRIATE REVISION OF LIST OR AFTER 3 MONTHS, WHICHEVER IS SOONER. (GRS 13-4a) (N 16-9)

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	88	B. <u>CARD LISTS</u> C. <u>PLATE OR STENCIL MAILING LISTS</u> D. <u>ALL OTHER LISTS KEPT BY OFFICES OTHER THAN THE OFFICIAL MAIL ROOM/OFFICE</u>	DESTROY INDIVIDUAL CARDS WHEN CANCELLED OR REVISED. [GRS 13-4b] DESTROY PLATES OR STENCILS WHEN CANCELLED OR REVISED. <DA: N1-255-94-1> DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
1570	94	INVENTORY REQUISITION FILES - STOCK / SUPPLY Requisitions for supplies and equipment for/from current inventory. A. <u>STOCKROOM COPY</u> B. <u>COMPLETED REQUISITIONS FOR SERVICE SUPPLIES, AND EQUIPMENT, AND TRAVEL DOCUMENTS</u> (Official file copies are maintained by the office rendering service.) C. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY 2 YEARS AFTER COMPLETION OR CANCELLATION OF REQUISITION. [GRS 3-8a] (N 17-9a) DESTROY 1 YEAR AFTER ACTION IS COMPLETED. <DA: N1-255-94-1> DESTROY WHEN 6 MONTHS OLD. [GRS 3-8b]
1600	96	SECURITY PROGRAM FILES A. <u>SIGNIFICANT POLICY AND PROGRAM RECORDS</u> Documents, manuals, directives, plans, reports and correspondence that document significant and/or unique security program functions, including NACA security program files. B. <u>OTHER POLICY AND PROGRAM FILES</u> Records that reflect the administration and direction of security and protective services programs relating to routine classified information accounting and control, facilities security and program and protective services, personnel security clearances, and emergency planning. C. <u>CLEARANCE SUBJECT FILES - ADMINISTRATIVE</u> Correspondence, reports, and other records relating to the routine administration and operations of the personnel security program, not covered by this item, or elsewhere in this schedule.	* PERMANENT * RETIRE TO FRC 5 YEARS AFTER SUPERSEDED. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 12-9a) DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>

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1620	106	FIREARMS - ACCOUNTABILITY / QUALIFICATION A. Records of acquisitions of firearms. B. Certificate to carry firearms (NASA Form 699a and 699b). C. Data relating to individual qualifications, training, and maintenance of proficiency in the use of firearms.	DESTROY 1 YEAR AFTER FIREARM IS DESTROYED OR TRANSFERRED. <DA: N1-255-94-1> (N 12-10) DESTROY 1 YEAR AFTER TERMINATION OF CERTIFICATE. <DA: N1-255-94-1> (N 12-11) DESTROY 1 YEAR AFTER TERMINATION OF INDIVIDUAL. <DA: N1-255-94-1> (N 12-12)
1620	109	CONTAINER FILES A. <u>CLASSIFIED DOCUMENT SECURITY</u> Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers. B. <u>RETURNABLE</u> Documents reflecting the receipt, transfer, and return to vendor of Documents reflecting the receipt, transfer, and return to vendor of receiving reports, reports of survey, shipping documents, reports, or similar documents.	DESTROY WHEN SUPERSEDED BY A NEW FORM OR LIST, OR UPON TURN-IN OF CONTAINERS. [GRS 18-7a] (N 17-4a) DESTROY 3 YEARS AFTER RETURN OF CONTAINER OR PURCHASE OF CONTAINER, WHICHEVER IS APPLICABLE. <DA: N1-255-94-1> (N 17-23)
1640	112	SECURITY CLASSIFICATION SYSTEMS Authorization documents for upgrading, downgrading, and declassifying documents or equipment. A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u> B. <u>ALL OTHER OFFICES/COPIES</u> NOTE: Records that document program policy or security classification and grading systems should be included in Item 96A of this Schedule.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 12-4) DESTROY AFTER THE DOCUMENT TO WHICH THE CLASSIFICATION ACTION APPLIES HAS BEEN REGRADED OR DECLASSIFIED BY SUITABLE MARKINGS. <DA: N1-255-94-1>
1650		Industrial Security	(see below)

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1650	113	INDUSTRIAL SECURITY FILES Documents relating to the security classification or changes thereto, of a contract with industry. A. Precedent and unusual cases selected by pertinent NASA Officials, i.e., Director, Security, Logistics & Industrial Relations Division; Chief, NASA Security. B. All other offices/case files.	DESTROY AFTER THE DOCUMENT TO WHICH THE CLASSIFICATION ACTION APPLIES HAS BEEN REGRADED OR DECLASSIFIED BY SUITABLE MARKINGS. <DA: NI-255-94-1> (N 12-29) DESTROY WHEN NO LONGER NEEDED, OR 3 YEARS AFTER CONTRACT IS CLOSED/COMPLETED. <DA: NI-255-94-1>
1700	117	SAFETY FILES - PROPERTY Safety inspection and maintenance records for all NASA real and personal property. A. <u>INSPECTING OFFICE</u> NOTE: Payload Safety Data Files/Records are maintained under AFS 8680 See Schedule 8 for records created in this series. B. <u>ALL OTHER OFFICES/COPIES</u>	RETIRE TO FRC WHEN RELATED PROPERTY IS DISPOSED OF BY NASA. DESTROY 5 YEARS AFTER DISPOSAL. <DA: NI-255-94-1> (N 21-6) DESTROY WHEN 4 YEARS OLD. <DA: NI-255-94-1>
1700	118	GROUND-BASED PRESSURE SYSTEMS RECORDS Reports and correspondence related to design, inspection, and certification of Ground-Based Pressure Systems. Records may include Inspection reports, Pressure System Condition Reports Category C, Low Energy/Low Risk Requests, Pressure Systems Design Review Records, Waivers, and Weld/Bruze Inspection Reports. Certification packages include active and superseded records. Inspection and re-certification dates are based on NASA inspection table requirements. Cutoff date is date of document. Note: If Pressure Vessels and Systems ceases to exist and records are at least 3 years old, early destruction of records can be requested through NASA Records Officer at Headquarters. A. Recordkeeping copy (paper) B. Electronic copies generated on office automation applications such as e-mail and word processing applications.	RETIRE TO FRC OR APPROVED STORAGE FACILITY WHEN 5 YEARS OLD. DESTROY WHEN 25 YEARS OLD. <NI-255-99-3> DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED. <NI-255-99-3>

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
1710	119	FIRE, EXPLOSION, AND ACCIDENT INVESTIGATIVE FILES Case files, investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	
1711	120	Accident Reporting & Investigation SAFETY REPORTS / RECORDS A. NASA SAFETY REPORTS - ANNUAL Statistical reports, surveys on loss and injuries compiled by Headquarters from reports described in B of this item. (This is typically an annual report that can, but is not limited to, include hardware loss, and more information/data than DoL report requires.) 1. Headquarters. 2. Centers (feeder reports to HQ). B. SAFETY PROGRAM REPORTS Statistical reports from Centers regarding injuries and accidents, such as NASA Forms 344 and 345. NOTE: 01-17-02, NASA Forms 344 and 345 no longer exist and have not been used for many years. (THIS IS AN INACTIVE SERIES OF RECORDS.) 1. Headquarters. 2. Centers and all other offices/copies. C. INDIVIDUAL ACCIDENT REPORTS Forms, reports, correspondence, and related medical and investigatory relating to on-the-job injuries whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor (DoL).	(see below) RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 15 YEARS OLD. <DA: NI-255-94-1> (N 21-4) RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: NI-255-94-1> RETIRE TO FRC WHEN INACTIVE. DESTROY WHEN 15 YEARS OLD. <DA: NI-255-94-1> (N 21-3) RETIRE TO FRC WHEN INACTIVE. DESTROY WHEN 12 YEARS OLD. <DA: NI-255-94-1> CLOSE FILE ON TERMINATION OF COMPENSATION OR WHEN DEADLINE FOR FILING A CLAIM HAS PASSED. DESTROY 3 YEARS AFTER CLOSE OF FILE. [GRS 1-31] (N 21-5)

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ORGANIZATION AND ADMINISTRATIVE RECORDS

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(AFS 1000-1999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
7	120	D. <u>PROTECTIVE AND PREVENTIVE MEASURES REPORTS</u> E. <u>SAFETY AND RELIABILITY REPORTS</u> Files consist of Safety & Reliability Reports including Hazard Reports and Risk Assessments relating to the KSC Ground Support Equipment that interfaces with the flight hardware. Files contain, but are not limited to: Preliminary-, KSC-Hazard Reports; ESR-, Mission Safety-, Safety-, and System/Subsystem-Assessments; System Safety Review Panel Issues; System Assurance, Failure Mode & Effects-Analyses; Critical Items Lists; Design Review Reports; and, Criticality Assessments.	SEE ITEM 116 OF THIS SCHEDULE (N 21-7) RETIRE TO FRC WHEN THE RISK/ SAFETY ASSESSMENT/ANALYSIS IS COMPLETE/INACTIVE. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-94-1>
1711	121	<u>ACCIDENT/MISHAP INCIDENT CASE FILES</u> Correspondence, reports, and all related papers concerning potential or actual individual accidents or incidents occurring at ground centers. Cutoff date is date case closed. A. <u>HEADQUARTERS</u> Recordkeeping copy (paper). B. <u>CENTERS, ALL OTHER OFFICES/COPIES</u> Recordkeeping copy (paper)	RETIRE TO FRC WHEN INACTIVE. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 21-2) RETIRE TO FRC WHEN 4 YEARS OLD. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1>
		C. <u>INDIVIDUAL ACCIDENT REPORTS</u>	SEE ITEM 120 C. OF THIS SCHEDULE
1730	123	<u>SPECIAL PERMIT FILES</u> Requests for permits to operate and handle special type machines and tools controlled by manufacturers.	DESTROY ON EXPIRATION OF PERMIT OR WHEN SUPERSEDED. <DA: N1-255-94-1> (N 21-8)
1740	124	<u>HEALTH PHYSICS AND PROCESS CONTROL DATA LOGS</u> Records of Health Physics Daily Logs, Water Activity Analysis Logs, Geiger-Mueller Analysis Logs, Air Sample Analysis Logs, Daily Routine Health Physics Logs, Background and Efficiency Logs, Portable Survey Instrument Calibration Logs, and Source Movement, Inventory and Leak Test Logs.	RETIRE TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 21-9)

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
1740	125	<u>SAFETY STANDARDS FILES</u> Documents created in the development of safety standards and practices in developmental and production operations; the safety location, design, layout, and construction of facilities where fuels, propellants, or other hazardous materials are handled or operations are exposed to ignition hazards; the safe handling, storage, and movement of hazardous materials; and other areas requiring safety standards. The files include recommendations, coordination actions, studies, and other actions taken to establish standards. A. <u>OFFICE DEVELOPING THE STANDARDS</u> B. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN 10 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 21-1) DESTROY 2 YEARS AFTER SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER. <DA: N1-255-94-1>
1800		<u>Occupational Health</u>	(see below)
1800	126	<u>HEALTH AND OCCUPATIONAL MEDICINE RECORDS</u> NOTE: Occupational Safety and Health Administration (OSHA) records are maintained under AFS 8720. See Schedule 8 for records created in this series.	
	126	A. <u>NASA HEALTH INFORMATION MANAGEMENT SYSTEM - NASA 10 HIMS</u> NASA Civil Service employees and applicants; other agency civil service and military employees working at NASA; visitors to centers; onsite contractor personnel who receive job related examinations, have mishaps or accidents, or come to the clinic for emergency or first aid treatment. B. <u>SPACE FLIGHT PERSONNEL AND THEIR FAMILIES</u>	SEE FOLLOWING INDIVIDUAL ITEMS LISTED SEPARATELY BY RECORD SERIES/CATEGORY. <DA: N1-255-94-1> * PERMANENT * SEE SCHEDULE 11
		C. <u>HEALTH AND MEDICAL REPORTS</u> Statistical reports on health and medical services and vital statistics reports on NASA personnel. Includes copies of statistical summaries and reports with related papers pertaining to employee health, retained by reporting unit. 1. Headquarters.	DESTROY 6 YEARS AFTER DATE OF SUMMARY OR REPORT. <DA: N1-255-94-1> (N 11-5)

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		2. Centers.	DESTROY 2 YEARS AFTER DATE OF SUMMARY OR REPORT. [GRS 1-22]
1800	127	<p>EMPLOYEE HEALTH RECORDS</p> <p>A. INDIVIDUAL HEALTH CASE FILES - EMPLOYEE MEDICAL FOLDER (EMF)</p> <p>1. Examinations recorded on SF 78, such as pre-employment physical examinations; health qualification placement records; disability retirement examinations; fitness for duty examinations; and any other documents deemed of long-term value as defined in 5 CFR part 293, subpart E.</p> <p>(a) Transferred employees.</p> <p>(b) Separated employees.</p> <p>2. TEMPORARY or SHORT-TERM records as defined in the FPM. Records may consist of forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the Health Unit, EXCLUDING records cited in "a." above. These are records that are not required for filing in the EMF, and if not retained by the agency, should UNDER NO CIRCUMSTANCES be sent to the NPRC.</p> <p>3. Individual Employee Health Case Files created prior to establishment of the EMF system that has been retired to an FRC.</p> <p>B. INDIVIDUAL NON-OCCUPATIONAL HEALTH RECORD CARDS/FILES</p> <p>Records in this series include forms, correspondence, and other documents, including summary records, documenting an individual employee's medical history, physical condition and visits to Government health facilities, for non-work related purposes, EXCLUDING records covered by A. above.</p>	<p>UPON TRANSFER, SHIP ENTIRE MEDICAL RECORD, INCLUDING X-RAYS, TO MEDICAL OFFICE OF NEW ASSIGNMENT. [GRS 1-21a(1)] (N 11-4)</p> <p>30 DAYS AFTER SEPARATION TRANSFER TO NATIONAL PERSONNEL RECORDS CENTER (NPRC), ST. LOUIS, MO. NPRC WILL DESTROY 75 YEARS AFTER BIRTH DATE, 60 YEARS AFTER DATE OF THE EARLIEST DOCUMENT IN THE FOLDER IF THE DATE OF BIRTH CANNOT BE ASCERTAINED, OR 30 YEARS AFTER LATEST SEPARATION, WHICHEVER IS LATER. [GRS 1-21a(2)]</p> <p>DESTROY 1 YEAR AFTER SEPARATION OR TRANSFER OF EMPLOYEE. [GRS 1-21b]</p> <p>DESTROY 60 YEARS AFTER RETIREMENT TO FRC. [GRS 1-21c]</p>

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
	127	<p>1. NASA employees Cards that contain such information as date of employee's visit, diagnosis, and treatment.</p> <p>2. Onsite Contractor Personnel Doctor's clinic records or similar records that contain data of visit, diagnosis, and treatment.</p> <p>C. EMPLOYEE ASSISTANCE PROGRAM</p> <p>Personal case files consisting of handwritten notes, letters to physicians or counselors, calendar of treatment(s), authorization releases, after care information and telephone messages. Case files are to be maintained separate from the EMF and/or the Official Medical Record(s), kept to an absolute minimum, and handled with privacy in accordance with Section 408 of Public Law 92-155.</p> <p>1. Management Referral.</p> <p>2. Voluntary.</p>	<p>DESTROY 6 YEARS AFTER DATE OF LAST ENTRY. [GRS 1-19] (N 11-2)</p> <p>DESTROY 8 YEARS AFTER INDIVIDUAL'S EMPLOYMENT ON-SITE IS TERMINATED. <DA: N1-255-94-1> (N 11-3)</p> <p>DESTROY 5 YEARS AFTER LAST DATE IN FILE, OR UPON TERMINATION OF EMPLOYEE. <DA: N1-255-90-8></p> <p>DESTROY 2 YEARS AFTER LAST DATE IN FILE, OR UPON TERMINATION OF EMPLOYEE. <DA: N1-255-90-8></p>
1815	129	<p>NARCOTICS AND SEDATIVE DRUG RECORDS</p> <p>All records on the control and disposition of narcotic and sedative drugs, including completed NASA Forms 1387, describing dosages, shipments, inventories, and verifications.</p>	<p>DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1> N 11-11</p>
1860	130	<p>RADIATION RECORDS</p> <p>A. GODDARD SPACE FLIGHT CENTER RADIATION SAFETY COMMITTEE RECORDS - NASA 51 RSCR</p> <p>Employment and training history of radiation users and custodians under Goddard Space Flight Center (GSFC) cognizance.</p>	<p>RECORDS ARE KEPT FOR 2 YEARS. IF EMPLOYEE DOES NOT WISH TO BE RENEWED FOR THE POSITION AT THE END OF 2-YEAR PERIOD, THE RECORD IS REMOVED AND PLACED IN AN INACTIVE</p> <p>FILE. RECORDS ARE RETAINED AT GSFC UNTIL DESTROYED. DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-1></p>

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ORGANIZATION AND ADMINISTRATIVE RECORDS

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<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION <Authority></u>
130	PASR	B. <u>KENNEDY SPACE CENTER RADIATION TRAINING AND EXPERIENCE SUMMARY - NASA 76 RTES</u> Custodians and/or users of sources of radiation (ionizing and non-ionizing) Applicable to all users or custodians at Kennedy Space Center (KSC) and NASA or NASA contractor personnel at Cape Canaveral Air Force Station, Florida, or Vandenberg Air Force Base, California.	RECORDS ARE RETAINED AT KSC. DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-1>
	PASR	C. <u>KSC-USNRC OCCUPATIONAL EXTERNAL RADIATION EXPOSURE HISTORY FOR NUCLEAR REGULATORY COMMISSION LICENSES - NASA 76 XRAD</u> KSC personnel, civil servants, and contractor personnel, who have received radiation exposure. Files include name, date of birth, exposure history, name of license holder, and social security number.	RECORDS ARE RETAINED AT KSC. DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-1>
	PASR	D. <u>GLENN RESEARCH CENTER OCCUPATIONAL RADIATION EXPOSURE RECORDS - NASA 22 ORER</u> Present and former Glenn Research Center (GRC) employees and contractor personnel who may be exposed to radiation. Files include name, date of birth, exposure history, name of license holder, social security number, employment and training history.	RECORDS ARE RETAINED AT GRC. DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-1>
1870	131	PESTICIDE RECORDS A. <u>ANNUAL REPORTS</u> Reports of pesticides used at NASA Centers prepared by Headquarters at the request of the Federal Committee on Pest Control (FCPC). RECORDS IN THIS SERIES ARE NO LONGER CREATED. SHOULD THERE BE A NEED FOR THIS ITEM, CONTACT YOUR LOCAL CENTER RECORDS MANAGER FOR INSTRUCTIONS. B. <u>MISCELLANEOUS REPORTS</u> Reports on pesticides used at Centers, such as FCPC Forms 1 and 2. 1. Headquarters. 2. Centers.	(N 11-10) <i>CLOSED SERIES</i> RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 11-9) DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>

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<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION <Authority></u>
1870	132	ENVIRONMENTAL HEALTH REPORTS A. <u>REPORTS ON ENVIRONMENTAL HEALTH FROM CENTERS</u> 1. Headquarters. 2. Centers.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 11-7) DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
1900	133	ETHICS PROGRAM FILES A. <u>ETHICS PROGRAM IMPLEMENTATION, INTERPRETATION, COUNSELING, AND DEVELOPMENT FILES</u> Records maintained by ethics program offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Including: -Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records. -Determinations, including advice and counseling to individual employees, and supporting records. -Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities. 1. Records such as determinations regarding attendance at widely-attended gatherings which appropriate agency ethics officials determine are related to the routine, non-precedential application of settled legal standards to common factual situations and are not interpretations of the conflict of interest statutes, 18 U.S.C. " 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines. 2. All other records.	DESTROY WHEN OBSOLETE OR SUPERSEDED. [GRS 1-27] DESTROY WHEN 3 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS LATER. <GRS 25-1-1> DESTROY WHEN 6 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS LATER. <GRS 25-1-1>

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<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION <Authority></u>
	133 PASR	B. STANDARDS OF CONDUCT COUNSELLING CASE FILES - NASA 10 SCCF Current, former, and prospective NASA employees, who have sought advice or have been counseled regarding conflict of interest requirements for government employees. Files could include, depending upon the nature of the problem, information collected on employment history, financial data, and information concerning family matters.	RECORDS ARE RETAINED AT NASA HEADQUARTERS. DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-1>
		C. ETHICS AGREEMENT RECORDS Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including: -Records relating to the review and issuance of recusals (disqualifications), resignations, reassignments, and divestures. -Records relating to determinations, authorizations, and waivers under 5 C.F.R. § 2635.502 and 2635.503. -Records relating to the review and issuance of waivers of disqualifications under 18 U.S.C. § 208(b)(1) and (b)(3). -Records relating to the review and issuance of post-employment issues of civil servants at FPRDCs.	DESTROY 6 YEARS AFTER THE WAIVER OR OTHER AGREED-UPON DETERMINATION OR ACTION HAS BEEN ISSUED OR UNDERTAKEN OR IS NO LONGER IN EFFECT, WHICHEVER IS LATER. <GRS 25-3>
	137	REJECTED RECORD OFFERS Records offered to the National Archives and Records Administration but appraised as lacking sufficient research or other value to warrant permanent retention or records that do not require a SF 115. Contact Center Records Manager or the Agency Records Officer for more information on this process.	SEE 36 CFR, SECTION 1228.60, FOR POSSIBLE DONATION; OR DESTROY IMMEDIATELY IF RECORDS ARE NOT WANTED. <DA: N1-255-94-1>
END OF SCHEDULE			

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CHAPTER 2. NRRS 2

LEGAL AND TECHNICAL RECORDS

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION <Authority></u>
2000		Laws and Legal Matters	(see below)
2000	1	FEDERAL PERSONNEL SURETY BOND FILES A. OFFICIAL COPIES OF THE BOND AND ATTACHED POWERS OF ATTORNEY 1. Bonds purchased before January 1, 1956. 2. Bonds purchased after December 31, 1955. B. OTHER BOND FILES, INCLUDING OTHER COPIES OF BONDS AND RELATED PAPERS	DESTROY 15 YEARS AFTER BOND BECOMES INACTIVE. [GRS 6-6a(1)] (N 2-7) DESTROY 15 YEARS AFTER THE END OF THE BOND PREMIUM PERIOD. [GRS 6-6a(2)] DESTROY WHEN BOND BECOMES INACTIVE OR AFTER THE END OF THE BOND PREMIUM PERIOD. [GRS 6-6b]
		C. SURETY BOND REVIEW FILES AND DOCUMENTS RELATING TO THE REVIEW OF THE LEGAL SUFFICIENCY OF SURETY BONDS.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1>
2000	2	PATENT FILES A. PATENT SOLICITATION CASE FILES Files may include but are not limited to the following records, including invention disclosures (whether patented or not) received by NASA via another Agency through a contract; invention dockets containing pertinent correspondence on inactive cases, abandoned applications, and closed items; and invention disclosure logs and ledgers showing reported invention disclosure, date, disposition, and US Patent Office action. 1. Files for specific invention disclosures for which no patent application was filed.	RETIRE TO FRC 6 MONTHS AFTER CASE IS INACTIVE. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 13-9)

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	2	<p>2. File for specific invention disclosures for which patent application was filed.</p> <p>3. Soliciting instructions to Centers regarding procedures for soliciting.</p> <p>B. <u>DETERMINATION OF RIGHTS</u> to Employee Inventions, including documents pertaining to Executive Order 10096, et seq.</p> <p>C. <u>ASSISTANCE TO OTHER AGENCIES ON PATENTS</u> Files include legal assistance given to other Agencies on patent matters.</p> <p>D. <u>PATENT-SOLICITING INSTRUCTIONS TO JPL</u> regarding solicitation procedures.</p> <p>E. <u>ALL OTHER OFFICES/COPIES.</u></p>	<p>RETIRE TO FRC 6 MONTHS AFTER PATENT IS ISSUED. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1></p> <p>DESTROY WHEN 1 YEAR OLD. <DA: N1-255-94-1></p> <p>RETIRE TO FRC 6 MONTHS AFTER CASE IS INACTIVE OR 6 MONTHS AFTER PATENT IS ISSUED. DESTROY WHEN 25 YEARS OLD. <DA: N1-255-94-1></p> <p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 13-13)</p> <p>DESTROY WHEN 1 YEAR OLD. <DA: N1-255-94-1></p> <p>DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: N1-255-94-1></p>
2080	4	<p>CLAIMS FILES</p> <p>Case files relating to claims in favor of, or against, the Government for damage, loss, or destruction of property, and for personal injury or death resulting from negligence or wrongful acts or omissions of acts. Included, but not limited to, are tort claims (2 yr. statute of limitation), maritime claims, foreign claims, international treaties, Space Act claims, and personal property claims.</p> <p>A. <u>SPECIAL MASTER CLAIMS</u> Claims established when many claims result from a single accident, incident, or disaster.</p> <p>B. <u>ROUTINE ALLOWED OR DISALLOWED CLAIMS</u></p> <p>1. Claims involving personal injury or a minor.</p> <p>2. All other claims.</p>	<p>RETIRE TO FRC 2 YEARS AFTER FINAL ACTION ON CASE. DESTROY WHEN 28 YEARS OLD. <DA: N1-255-94-1> (N 13-1)</p> <p>RETIRE TO FRC 2 YEARS AFTER FINAL ACTION ON THE CASE. DESTROY WHEN 28 YEARS OLD. <DA: N1-255-94-1></p> <p>RETIRE TO FRC 2 YEARS AFTER FINAL ACTION ON CASE. DESTROY WHEN 8 YEARS OLD. <DA: N1-255-94-1></p>

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	4	<p>C. REPORTS</p> <p>1. Investigative Documents accumulated from investigating accidents and incidents which could, but do not, result in the filing of a claim.</p> <p>2. Miscellaneous Claims reports consisting of statistical, fiscal, and related reports on the disposition of claims.</p>	<p>RETIRE TO FRC ON EXPIRATION OF PERTINENT STATUTORY PERIOD FOR FILING A CLAIM. DESTROY 5 YEARS AFTER EXPIRATION OF PERTINENT STATUTORY PERIOD. <DA: N1-255-94-1> (N 13-4)</p> <p>DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 13-5)</p>
2084	5	<p>ADMINISTRATIVE AND COURT LITIGATION CASES INVOLVING NASA</p>	
		<p>Files of cases including, but not limited to, complaint answer, motions, discovery, transcript of proceedings, trial exhibits and briefs in support of the parties' positions, together with the working papers of the attorney handling the case</p>	<p>RETIRE TO FRC 2 YEARS AFTER YEAR IN WHICH COURT RENDERS ITS FINAL DECISION OR THE YEAR IN WHICH THE CASE IS SETTLED. DESTROY 20 YEARS AFTER FINAL DECISION OR CASE IS SETTLED. <DA: N1-255-94-1> (N 13-23)</p>
2100	6	<p>SMALL BUSINESS INNOVATIVE RESEARCH (SBIR)</p> <p>These are files that are maintained by the Technology Utilization Office at NASA Centers of solicited proposals. NASA typically announces to small business entities what areas of interest and/or research monies are available for possible performance. Small businesses send in proposals to NASA in the subject areas for review and evaluation. These files are kept in the sequence of phases required under the SBA regulations.</p> <p>A. <u>PHASE I - SELECTED PROPOSALS</u> Winning proposals, scores, evaluations, recommendations, and selected proposals which are funded.</p> <p>B. <u>PHASE I - NOT SELECTED</u> Proposals not selected for funding.</p> <p>C. <u>PHASE II - FUNDED PROPOSALS</u> Original proposals, evaluation sheets, recommendations, and selection sheets.</p>	<p>RETAIN AND INCORPORATE INTO PHASE II CASE FILES. <DA: N1-255-94-1></p> <p>DESTROY PROPOSALS NOT FUNDED ONE YEAR AFTER COMPLETION OF END OF PHASE I. <DA: N1-255-94-1></p> <p>DESTROY FUNDED PHASE II FILES 3 YEARS AFTER THE END, TERMINATION, OR COMPLETION OF PHASE II. <DA: N1-255-94-1></p>

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	6	<p>D. PHASE II - NOT FUNDED</p> <p>Proposals not selected for funding (Phase II only--but selected during Phase I process).</p> <p>E. NASA HEADQUARTERS - OPR</p> <p>These records include both Phase I and II proposals, and are microfiche in their entirety.</p> <p>F. MICROFICHE</p> <p>(Item E. Above.)</p>	<p>DESTROY UNFUNDED PHASE II PROPOSALS ONE YEAR AFTER THE SELECTION ANNOUNCEMENT OF PHASE II <DA: N1-255-94-1></p> <p>DESTROY PAPER RECORDS AFTER MICROFICHING. <DA: N1-255-94-1></p> <p>DESTROY MICROFICHE WHEN 10 YEARS OLD. <DA: N1-255-94-1></p>
2100	7	<p>TECHNOLOGY UTILIZATION FILES</p> <p>A. PUBLICATION ORDERS, MEMORANDA, AND REPORTS FILES</p> <p>Orders, memoranda, and reports between the Technology Utilization Office and the Scientific and Technical Information Office, relating to the use of STI's services. (This includes files created both by Headquarters and Centers.)</p> <p>This is a CLOSED SERIES.</p> <p>B. TU CONFERENCE PROCEEDINGS (ANNUAL) (HQ ONLY)</p> <p>Finished published conference proceedings maintained and located at CASI (Center for Aerospace Information).</p> <p>(Office of Primary Responsibility - NASA Headquarters, Code C)</p> <p>C. TU CLIPPING FILE (Maintained at CASI - Center for Aerospace Information)</p> <p>This is a CLOSED SERIES.</p> <p>Files of articles appearing in technical and trade magazines on the NASA TU Program (including current and after-the-fact articles), and the transfer of space technology to private industry.</p> <ol style="list-style-type: none"> Clippings with no value (including those that do not directly relate to a specific project/program). Clippings of TU that have value and are related to a project/program. JPL ONLY: OPR 	<p>DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 23-5)</p> <p>* PERMANENT * TRANSFER TO NARA IN 10 YEAR BLOCKS WHEN 30 YEARS OLD. <DA: N1-255-94-1></p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 23-6)</p> <p>PLACE CLIPPING IN SPINOFF CASE SIZE ITEM I. OF THIS SCHEDULE <DA: N1-255-94-1></p> <p>RETIRE TO LOCAL RECORDS STORAGE WHEN 1 YEAR OLD. TRANSFER TO JPL ARCHIVES WHEN 10 YEARS OLD. DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1></p>

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LEGAL AND TECHNICAL RECORDS

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	7	<p>4. All other office/copies.</p> <p>D. TECHNICAL BRIEFS (TECH BRIEF)</p> <p>Office which originated the publication (OPR):</p> <ol style="list-style-type: none"> Headquarters <p>One record copy of each publication, including abstract, as located at CASI (NASA's Center for Aerospace Information).</p> <ol style="list-style-type: none"> Centers: <p>Innovator's working papers (including patent) relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, together with related showing inception, scope, and background.</p> <ol style="list-style-type: none"> All other offices/copies. <p>B. TECHNICAL SUPPORT PACKAGE (TSP) FILES</p> <p>TSP files typically consist of basic technology that has not yet been transferred to a working/private-public organization. Files consist of a collection of technical documentation related to and describing aspects of the innovation reported in a NASA Tech Brief (Item D. above), including reproducible master copy (if any) and exclusive of duplicated copies of the TSP (if this is a patent, it is the basic documentation).</p> <p>F. TU DISSEMINATION FILES</p> <p>Preliminary, progress, and final reports of publications prepared or issued by contractors operating a Regional Technology Transfer Center (RTTC); COSMIC; or TAC, in cooperation with NASA and other contractors assisting the Technology Utilization Program dissemination efforts, and related correspondence.</p> <ol style="list-style-type: none"> Headquarters - TU Office/Program All other offices/copies. <p>G. NEW TECHNOLOGY FILES</p> <ol style="list-style-type: none"> REPORTS 	<p>DESTROY WHEN NO LONGER NEEDED OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1></p> <p>* PERMANENT * RETIRE TO FRC 5 YEARS AFTER PUBLICATION. TRANSFER TO NARA WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 23-7)</p> <p>RETIRE TO FRC AT THE SAME TIME AS THE RELATED CASE FILES. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1></p> <p>DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 5 YEARS OLD. <DA: N1-255-94-1></p> <p>RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 23-3)</p> <p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 23-4)</p> <p>DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1></p>
2130			
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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
	7	<p>These are new technology reports submitted to Technology Utilization Offices by in-house personnel or by contractors in accordance with the provisions of the contract's new technology clause (in annual report).</p> <p>(a) HQ and all other NASA Centers.</p> <p>(b) JPL ONLY.</p> <p>This is a CLOSED SERIES.</p>	<p>RETIRE TO FRC 3 YEARS AFTER RECEIVED. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N23-2)</p> <p>SEE DISPOSITION ABOVE.</p> <p>RETIRE TO LOCAL RECORDS STORAGE 3 YEARS AFTER RECEIVED. TRANSFER TO JPL ARCHIVES WHEN 10 YEARS OLD. DESTROY WHEN NO LONGER NEEDED. THESE RECORDS CANNOT BE RETIRED TO AN FRC. <DA: N1-255-94-1></p>
		<p>2. CONTRACT ADMINISTRATION OF CLAUSE</p> <p>pertaining to administration of the new technology clause in contracts, especially to reporting and processing of innovations required to be reported.</p> <p>o GSFC ONLY - This item applies to the Patent Office, HQ and all other NASA Centers.</p>	<p>RETIRE TO FRC 1 YEAR AFTER CONTRACT CLOSEOUT. DESTROY 10 YEARS AFTER FINAL PAYMENT OR CLOSEOUT. <DA: N1-255-94-1> (N23-1)</p>
		<p>H. TU APPLICATIONS FILES</p> <p>1. APPLICATION TEAM</p> <p>Reports, correspondence, minutes of meetings, etc. produced by the application team in identifying public sector opportunities for adaptive engineering.</p>	<p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1></p>
		<p>2. APPLICATION ENGINEERING PROJECT CASE FILES</p> <p>These files are maintained by the Program Manager who is located at NASA HQ, Code C, and consist of RTOP summaries, interim reports; and summaries in narrative format.</p> <p>NOTE: Case files that are located at the respective lead installation and should be retired under Schedule 8, R&D Project Case Files as a PERMANENT record series.</p>	<p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1></p>
		<p>I. SPINOFF FILES</p> <p>1. SPINOFF CASE FILE</p> <p>Files are maintained by year and consist of research files which contain clippings, correspondence with companies, product literature, and interview notes and any other similar documentation or related materials.</p>	<p>RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1></p>

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	7	<p>2. SPINOFF PUBLICATION</p> <p>(a) 1976 - 1990 One original finished/published document</p> <p>This is a CLOSED SERIES.</p> <p>o 1976 - 1986 o 1987 - 1990</p> <p>(b) 1991 - Continuing</p> <p>This is a CLOSED SERIES.</p> <p>(c) 2003 - Continuing</p>	<p>* PERMANENT * TRANSFER TO NARA AS CITED BELOW:</p> <p>TRANSFER JANUARY 1, 1997. TRANSFER JANUARY 1, 2000. <DA: N1-255-94-1></p> <p>* PERMANENT * TRANSFER ONE COPY ANNUALLY TO NARA. <DA: N1-255-94-1></p> <p>TRANSFER TO NARA WITH STI PUBLICATIONS OF ITEM SCI (c) <DA: N1-255-04-4></p>
2220	8	<p>SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS</p> <p>Scientific and Technical Information (STI) is defined as the results (facts, analyses, and conclusions) of basic and applied scientific, technical, and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research.</p> <p>A. PUBLICATIONS AND MATERIALS MAINTAINED BY OPR</p> <p>Published and processed documents prepared by NASA, such as technical reports, historical volumes, and informational materials.</p> <p>1. The office of primary responsibility will maintain one copy of each published or processed document together with related background papers reflecting a basis for the issuance or that contribute to the content of the publication, including coordination papers and comments.</p> <p>NOTE: It is the responsibility of the OPR to send/submit one record copy to CASI. See Sub-element C. of this Item.</p> <p>2. Working papers such as notes, rough drafts, background reports, and other such papers (exclusive of those described under Item 1.)</p> <p>3. All other offices/printed copies.</p> <p>B. PUBLICATIONS AND MATERIALS NOT HELD AT CASI (CENTER FOR AEROSPACE INFORMATION)</p> <p>Record copy if maintained in duplicating or distribution unit, i.e., Education Office; Public Affairs; Mission Office(s), of each pamphlet, report, leaflet, poster, chart, booklet, regulation or similar or other published or processed documents, or the last manuscript report if not published.</p> <p>1. Record copy with the supporting papers which document the inception, scope, and purpose. (This item does not cover copies and related material retained in originating office.)</p>	<p>RETIRE TO FRC AT END OF SECOND FISCAL YEAR AFTER DOCUMENT IS PUBLISHED. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N1-28)</p> <p>DESTROY 1 YEAR AFTER DOCUMENT IS PUBLISHED. <DA: N1-255-94-1></p> <p>DESTROY WHEN REFERENCE VALUE CEASES. <DA: N1-255-94-1></p> <p>* PERMANENT * TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-94-1></p>

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
	8	<p>2. All other office/copies.</p> <p>C. PUBLICATIONS AND MATERIALS HELD/MAINTAINED AT CASI</p> <p>Record copy of scientific and technical publications, such as Technology Surveys, Technical Reports, Technical Notes, Technical Memoranda, Contractor Reports, and Special Publications. These are examples only and records should not be limited to this selection.</p> <p>1. Office of primary responsibility (CASI).</p> <p>(a) Microfiche copies This is a CLOSED SERIES.</p> <p>Microfiche production discontinued at the end of 2002. For Post-2002 records see Item 8.1.c</p> <p>(1) MASTER</p> <p>One silver original and one diazo copy. (Starting - Post 1993)</p> <p>(2) ALL OTHER COPIES</p> <p>(b) Paper copy. This is a CLOSED SERIES.</p> <p>(1) Pre-1958</p> <p>(2) 1958 - 1978 (That have not been microfilmed.)</p> <p>(3) 1979 - 1993 (That have not been microfilmed.)</p>	<p>DESTROY WHEN SUPERSEDED, OBSOLETE, NO LONGER NEEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS LATER <DA: N1-255-94-1></p> <p>* PERMANENT * TRANSFER TO NARA WITHIN 1 YEAR AFTER FILING <DA: N1-255-94-1> (N 23-7)</p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN REFERENCE VALUE CEASES. RECORDS CANNOT BE RETIRED TO AN FRC. <DA: N1-255-94-1></p> <p>* PERMANENT * SEPARATE SF-115 MUST BE SUBMITTED TO NARA AFTER COMPLETION OF COMPREHENSIVE INVENTORY IN FY-1996 <DA: N1-255-94-1</p> <p>* PERMANENT * TRANSFER TO NARA WHEN 25 YEARS OLD (2003) OR SOONER. <DA: N1-255-94-1></p> <p>* PERMANENT * TRANSFER TO NARA WHEN 10 YEARS OLD (2003) OR SOONER. <DA: N1-255-94-1></p>

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	8	<p>(4) 1994 to present that have not been microfilmed.</p> <p>(5) Paper copies that have been microfilmed dated 1958 to present.</p> <p>(c) Portable Document Format (PDF) Searchable Image Exact (or Other NARA Approved Electronic Format) Copies: 2003 - Continuing</p> <p>D. DOCUMENT AVAILABILITY AUTHORIZATION (DAA) RECORDS</p> <p>1. Papers submitted for approval of and released through scientific and technical organizations EXTERNAL to NASA.</p> <p>(a) Documentation consists of the original paperwork submitted for each paper:</p> <ul style="list-style-type: none"> ○ NF 1676 (or old FF427), "NASA Scientific and Technical Document Availability Authorization (DAA)"; ○ Abstract of the paper cited on the NF 1676 (or old FF427); <p>JSC ONLY</p> <p>In addition to the above documentation, JSC authors are required to provide:</p> <ul style="list-style-type: none"> ○ JSC Form 548, "Approval and Funding for Technical Presentations, Technical Papers, and Journal Articles for External Audiences." <p>(b) All other copies/centers.</p> <p>2. Papers submitted for publication in the NASA Scientific and Technical Reports Series.</p> <p>(a) Records document both Center and NASA Headquarters approval of reports by civil servant and contractor authors for publication in the NASA STI Report Series. Documentation consists of:</p> <ul style="list-style-type: none"> ○ FF427 (DAA); ○ Report Documentation Page (SF 298); or an Abstract of; or an Introduction to the Report; 	<p>* PERMANENT * TRANSFER TO NARA WHEN 1 YEAR OLD. <DA: N1-255-94-1></p> <p>DESTROY (AFTER VERIFICATION OF MICROFILM) WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 60 YEARS OLD, WHICHEVER IS SOONER. RECORDS CANNOT BE RETIRED TO AN FRC. <DA: N1-255-94-1></p> <p>* PERMANENT * TRANSFER TO NARA ANNUALLY IN ACCORDANCE WITH NARA APPROVED TRANSFER GUIDANCE. <DA: N1-255-04-1></p> <p>DESTROY 2 YEARS AFTER MEETING OR PUBLICATION DATE CITED ON THE FF427 (DAA FORM) OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1></p> <p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1></p> <p>DESTROY NO LATER THAN 5 YEARS AFTER DATE OF PUBLICATION OR WHEN 6 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1></p>

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	8	<p><u>JSC ONLY</u></p> <p>In addition to the above, JSC authors (as opposed to a contractor author) are required to provide:</p> <ul style="list-style-type: none"> o JSC Form 155, "Processing Scientific & Technical Publications." (b) All other copies/centers. <p><u>E. AUTHOR'S FILES/RECORDS</u></p> <p>1. <u>AUTHOR'S WORKING PAPERS</u></p> <p>Working papers relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, and related papers.</p> <p>2. <u>SPECIAL AUTHOR FILES (GRC)</u></p> <ul style="list-style-type: none"> (a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report. (b) Camera-ready copy of text and figures and related negatives, supporting papers which document the inception, scope, and purpose, including editorial notes. <p><u>F. EDITED MANUSCRIPT FILES</u></p> <p>1. <u>HQ STI FILES (Code J)</u></p> <ul style="list-style-type: none"> (a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each publication. (b) Camera-ready copy of Special publications, including original art, figures, cover design, and title page. <p>2. <u>E-FILES (GRC STI FILES)</u></p> <ul style="list-style-type: none"> (a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report. 	<p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1></p> <p>DESTROY WHEN 15 YEARS OLD <DA: N1-255-94-1></p> <p>DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1></p> <p>DESTROY 20 YEARS AFTER SEPARATION, TRANSFER, OR TERMINATION OF EMPLOYEE. <DA: N1-255-94-1></p> <p>DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1></p> <p>TRANSFER TO FRC 6 MONTHS AFTER DOCUMENT IS PUBLISHED. DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1></p> <p>DESTROY JANUARY 1996. <DA: N1-255-94-1></p> <p>DESTROY JANUARY 1997. <DA: N1-255-94-1></p>
		(1) 1981-1983	DESTROY JANUARY 1996. <DA: N1-255-94-1>
		(2) 1984-1989	DESTROY JANUARY 1997. <DA: N1-255-94-1>

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		(3) 1990-1993	DESTROY JANUARY 1998. <DA: N1-255-94-1>
		(4) 1994 and Continuing.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
		(b) Camera-ready copy of text, figures, related negatives, and supporting papers which document the inception, scope, and purpose, including editorial notes.	
		(1) 1981-1983	DESTROY JANUARY 1996. <DA: N1-255-94-1>
		(2) 1984-1989	DESTROY JANUARY 1999. <DA: N1-255-94-1>
		(3) 1990-1993	DESTROY JANUARY 2003. <DA: N1-255-94-1>
		(4) 1994 and Continuing.	DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1>
		<u>G. OTHER STI PUBLICATION FILES</u>	
		1. Other locally published reports NOT included in the "Formal" series list above.	DESTROY WHEN REFERENCE VALUE CEASES. <DA: N1-255-94-1> (N 23-B)
		2. GLENN - Locally published Reports NOT included in FORMAL series.	
		(a) B-FILES	
		(1) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.	DESTROY 2 YEARS AFTER PUBLICATION. <DA: N1-255-94-1>
		(2) Camera-ready copy of text, figures, related negatives, and supporting papers, which document the inception, scope, and purpose, including editorial notes.	DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1>
		(b) RECURRING B-FILES	
		(1) See Description in a.(1) above.	DESTROY 2 YEARS AFTER PROGRAM TERMINATION, CANCELLATION, COMPLETION, UPON FACILITY CLOSURE, OR WHEN 5 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-94-1>
		(2) See Description in a.(2) above.	DESTROY 10 YEARS AFTER PROGRAM TERMINATION, CANCELLATION, COMPLETION, UPON FACILITY CLOSURE, OR WHEN 15 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-94-1>
		(c) PROJECT-RELATED FILES	

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2240	11	Library Program MANAGEMENT PROJECT FILES	DESTROY 3 YEARS AFTER PROJECT TERMINATION, CANCELLATION, OR COMPLETION. -DA: NI-255-94-15
2300	11	Survey, analytical studies, background papers, notes, data, interim reports, final reports, and relating papers pertaining to administrative functions e.g., appraisal of microfilming proposals, evaluating need of additional filing equipment, reviewing utilization of office machinery.	DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. -DA: NI-255-94-15
2310	12	<p>IRM (INFORMATION RESOURCES MANAGEMENT) FILES</p> <p>A. IRM FILES - GENERAL</p> <p>Records in this series consist of correspondence, leader reports that are summarized into other reports, background documentation, or other related materials.</p> <p>B. SELF-ASSESSMENTS</p> <p>NASA Annual self-assessment documentation concerning reviews of IRM policy compliance, responsibilities, and practices. Included are associated correspondence, directives, guides, surveys, studies, summary reports, actions plans and progress reports, and major information system inventories.</p> <p>1. Headquarters.</p> <p>(a) Summary reports as submitted by Center.</p> <p>(b) Agency level summary reports as prepared by OPR.</p> <p>2. Centers.</p> <p>(a) Reports submitted to Headquarters on self-assessments.</p> <p>(b) OPR responsible for preparing and submitting reports to Headquarters, including background data used for summary report.</p>	<p>TRANSFER TO PRC 3 YEARS AFTER COMPLETION OR TERMINATION OF PROJECT.</p> <p>DESTROY 1 WHEN 7 YEARS OLD. -DA: NI-255-94-15 (N-1-31)</p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. -DA: NI-255-94-15</p> <p>DESTROY WHEN 7 YEARS OLD. -DA: NI-255-94-15</p> <p>DESTROY WHEN 8 YEARS OLD. -DA: NI-255-94-15</p> <p>DESTROY WHEN 8 YEARS OLD. -DA: NI-255-94-15</p> <p>DESTROY WHEN 8 YEARS OLD. -DA: NI-255-94-15</p>

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12	12	<p>C. TRIENNIAL REVIEW FILES</p> <p>Reports and compliance certifications required by General Services Administration (GSA) concerning reviews of IRM practices. Included are associated correspondence, studies, directives, leader reports, and monitoring surveys and reports.</p> <p>1. Headquarters - OPR</p> <p>2. Centers - OPR</p> <p>D. IRM LONG RANGE PLANS/REPORTS</p> <p>Documents involving the establishment of schedules to achieve NASA's long range IRM objectives, the formulation of new concepts and requirements in IRM for planning purposes and similar matters. Included are IRM long range plans, forecasts, reports, documents reflecting the evolution of these plans/forecasts, and documents contributing to the development of such plans or forecasts.</p> <p>1. OPR - NASA Headquarters (Code JT) (Documentation may include but is not limited to the IRM L-R Plan Call Letter; incoming documentation from the contributing office; incoming external documents.)</p> <p>E. IRM STRATEGIC PLAN (3 Year Plan/Updated Annually)</p> <p>Records consist of IRM strategies that are common to NASA that support the Agency's missions and goals by providing Agencywide perspectives and directions for NASA's IRM-related program initiatives. The plan includes IRM goals and objectives, key milestones within a three-to-five year timeframe that defines the contribution of information resources to the accomplishment of NASA's missions. Records include but are not limited to: Meeting minutes; IRM documentation; final publication or proposed Strategic Plan.</p> <p>1. OPR - NASA Headquarters</p> <p>2. Contributing Office (Headquarters and Centers).</p>	<p>DESTROY WHEN 7 YEARS OLD - (GSA 16-11)</p> <p>DESTROY WHEN 2 YEARS OLD. (GSA 16-11)</p> <p>DESTROY BACKUP DOCUMENTATION ON THE BULKY LONG RANGE PLAN BEHIND FINAL IRM L-R PLAN ON SITE FOR 10 YEARS AND THEN DESTROY. -DA: NI-255-94-15</p> <p>DESTROY WHEN 3 YEARS OLD OR WHEN SUPERSEDED, WHICHEVER IS SOONER. -DA: NI-255-94-15</p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD, WHICHEVER IS SOONER. -DA: NI-255-94-15</p> <p>RETAIN ON SITE AND DESTROY WHEN 10 YEARS OLD. -DA: NI-255-94-15</p> <p>RETAIN ON SITE AND DESTROY WHEN 6 YEARS OLD. -DA: NI-255-94-15</p>
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NOTES: Only AFS numbers with defined subjects are used. - RETENTION - For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

LEGAL AND TECHNICAL RECORDS

**SCHEDULE 2
(AFS 1000-1999)**

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	12	<p>3. All other offices/copies.</p> <p>F. OMB BULLETINS (IRM PLANS - ANNUAL)</p> <p>Documentation consists of OMB Bulletins, background material, supporting documentation and information which may include but are not limited to records concerning: security; ICB (Information Collection Budgets); Long-Range Plan Strategic Overview; Telecommunication Plan.</p> <p>1. OPR - NASA Headquarters</p> <p>2. Contributing Office (Headquarters and Centers), and all other offices/copies.</p>	<p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE, OR WHEN 3 YEARS OLD, WHICHEVER IS LONGER. <DA: N1-255-94-1></p> <p>RETAIN ON-SITE AND DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1></p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1></p>
2400	13	<p>AUTOMATED DATA PROCESSING (ADP) RECORDS - GENERAL</p> <p>A. COMPUTER READABLE MEDIA - GENERAL</p> <p>Electronic media created in the areas of accounting, inventories, budget, library type indices, administration, and are used in connection with the accumulation of operating and reporting data of activities. Electronic records that support administrative housekeeping functions when the records are derived from or replace hard copy records authorized by NARA for destruction.</p>	<p>IF PAPER RECORDS EXIST, AND THE ELECTRONIC MEDIA REPRESENTS A DUPLICATION, RELEASE MEDIA FOR REUSE NOT LATER THAN 30 DAYS AFTER THE NEED FOR IT HAS BEEN MET AND THAT IT WILL NOT BE REQUIRED FOR FURTHER USE. <DA: N1-255-94-1> (N 27-1)</p> <p>IF PAPER RECORDS DO NOT EXIST, MAINTAIN DATABASE, DELETE/DESTROY RECORDS AFTER THE EXPIRATION OF THE RETENTION PERIOD AUTHORIZED FOR THE HARD COPY TYPE RECORD, OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. THE DATABASE STORAGE MEDIA CAN BE RELEASED FOR REUSE WHEN 5 YEARS OLD. (GRS 20-3b(2))</p>

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LEGAL AND TECHNICAL RECORDS

**SCHEDULE 2
(AFS 1000-1999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
2410	14	<p>AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES</p> <p>A. ANNUAL ADP PLANS</p> <p>Developed by the installations, these plans are submitted to the Information Resources Management Policy Office (Code JTD) at Headquarters for review. The plan is consolidated into a summary report and used for active reference.</p> <p>1. Office of functional responsibility (NASA HQ).</p> <p>2. All other offices/copies.</p> <p>B. SECURITY PLANS</p> <p>In accordance with the Computer Security Act of 1987 (P.L. 100-235) annual plans are required to be prepared and submitted to NIST and NSA for comment regarding computer systems that are identified containing sensitive information. Each system plan includes a basic description of the purpose, environment, and sensitivity of the system and the security measures intended to protect the system and its data. Plans are not statements of agency security policy. They indicate security requirements and how the agency intends to meet those requirements.</p> <p>1. Office of functional responsibility (NASA HQ). (NOTE: This is agency-wide responsibility)</p> <p>2. Centers and all other offices/copies.</p> <p>C. PROGRAMS - SYSTEMS</p> <p>Original programs, computer media, and documents containing definitions of the system(s) including functional requirements, data requirements, system/subsystem specifications, requests for the system, and authorizing directives.</p> <p>1. For a disapproved proposed system.</p>	<p>RETIRE TO FRC 5 YEARS AFTER THE YEAR TO WHICH THE PLANS PERTAIN. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 1-43)</p> <p>DESTROY WHEN ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-94-1></p> <p>RETIRE TO FRC 3 YEARS AFTER YEAR TO WHICH PLAN PERTAINS. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1></p> <p>DESTROY WHEN ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-94-1></p> <p>RETIRE TO FRC 1 YEAR AFTER FINAL ACTION. DESTROY 10 YEARS AFTER FINAL ACTION. <DA: N1-255-94-1> (N 27-7, 27-1 (781))</p>

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LEGAL AND TECHNICAL RECORDS

**SCHEDULE 2
(AFS 1000-1999)**

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	14	<p>2. For an approved system for which all related computer readable data files are authorized for disposal.</p> <p>3. For an approved system for which any related computer readable data file is not authorized for disposal.</p>	<p>RETIRE TO FRC 1 YEAR AFTER DISCONTINUANCE OF THE SYSTEM—DESTROY 10 YEARS AFTER DISCONTINUANCE. [GRS 20]</p> <p>RETAIN WITH RELATED DATA FILES. DESTROY IN ACCORDANCE WITH RELATED FILES. <DA: N1-255-94-1></p>
2500	19	<p>COMMUNICATIONS RECORDS</p> <p>A. CORRESPONDENCE, REPORTS, AND REFERENCE FILES</p> <p>Correspondence and related records pertaining to the internal administration and operation of the communications function. Documents relating to communications planning, projecting requirements and costs, and HQ approval, such as NASA Form 1102 and 1103 and related materials. Records may include, but are not limited to: NASA Mail items/documentation (media independent) such as monthly NASA-Mail reports, user account requests and activity logs; Direct Access Computer System (DACS) requests; and any other associated user documentation.</p> <p>B. COMMUNICATION EQUIPMENT/SUPPORT REQUIREMENTS</p> <p>1. Security equipment requirements and all related documentation and materials.</p> <p>2. Project support communications requirements, records consist of documents reflecting support requirements for the objectives contained in the PSCN database (OPR).</p> <p>C. GUIDANCE, POLICY, PLANNING RECORDS</p> <p>Program files which consist of documents providing guidance or assumptions for the development of the communications segment. Files consist of overall guidance, technology plans, and ADP plans - OPR, NASA Headquarters, and MSFC Com Center ONLY.</p> <p>D. INTERFERENCE REDUCTION</p> <p>Documents relating to the testing or advising on techniques and equipment designed to reduce or eliminate electrical disturbances which cause undesirable response or malfunctioning of electric equipment.</p> <p>E. FACILITIES LEASE REQUESTS</p> <p>Documents relating to requests for providing, rearranging, and removing communication facilities, equipment, and services leased from commercial companies to meet communications objectives of NASA.</p>	<p>DESTROY WHEN 2 YEARS OLD OR WHEN REFERENCE VALUE CEASES, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 10-29)</p> <p>DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 10-11)</p> <p>DESTROY WHEN UPDATED OR SUPERSEDED. <DA: N1-255-94-1> (N 10-5)</p> <p>HANDLE AS PERMANENT PENDING RETENTION APPROVAL (N 10-4)</p> <p>DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-1> (N 10-8)</p> <p>DESTROY 3 YEARS AFTER TERMINATION OF LEASE. <DA: N1-255-94-1> (N 10-7)</p>

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LEGAL AND TECHNICAL RECORDS

**SCHEDULE 2
(AFS 1000-1999)**

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	19	<p>F. ACCOUNT FILES</p> <p>Documents relating to communication lines, i.e., telephone, data, wide-area networks, etc. Vouchers, vendors invoices, and correspondence EXCLUDING fiscal copy, and including local and commercial overseas accounting.</p> <p>I. WIRE/WIRELESS MESSAGE FILES</p> <p>Copies of incoming and outgoing wire/wireless message and all related records.</p>	DESTROY WHEN 6 MONTHS OLD. <DA: N1-255-94-1> (N 10-13)
2570	20	<p>FIXED COMMUNICATIONS FILES</p> <p>A. FACILITY PROJECTS</p> <p>Documents relating to the establishment, approval, and construction or implementation of fixed wire/cable, blueprints on maintenance in-house and outside, and radio facility development projects.</p> <p>B. OPERATIONS FILES</p>	<p>* PERMANENT *</p> <p>RETIRE TO FRC 1 YEAR AFTER DISCONTINUANCE OF FACILITY. TRANSFER TO NARA 10 YEARS AFTER DISCONTINUANCE OF FACILITY. <DA: N1-255-94-1> (N 10-6)</p>
	20	<p>Documents containing information and data on codes, radio frequency assignments, call signs, and lists of holders or code systems.</p> <p>C. TRAFFIC VOLUME REPORT</p> <p>Documents reflecting data on circuit usage for engineering of fixed communications facilities, planning, programming and budgeting and related papers.</p> <p>1. Office of primary responsibility.</p> <p>2. All other offices/copies.</p>	<p>DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED. <DA: N1-255-94-1> (N 10-9)</p> <p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 10-2)</p> <p>DESTROY WHEN 6 MONTHS OLD. <DA: N1-255-94-1></p>
2570	21	<p>RADIO AND TELEVISION RECORDS</p> <p>A. SERVICE CONTROL FILES</p> <p>Documents related to the servicing and operation of radio and television equipment and systems, including service records and summaries of authorized equipment and service.</p>	DESTROY WHEN SUPERSEDED OR ON DISCONTINUANCE OF THE FACILITY OR INSTALLATION, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 10-10)

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LEGAL AND TECHNICAL RECORDS

**SCHEDULE 2
(AFS 1000-1999)**

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	21	<p>B. RADIO FREQUENCY FILES</p> <p>Authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.</p> <p>C. COMMUNICATIONS REPRESENTATION FILES</p> <p>Documents concerning representation on and recommendations to joint or other non-NASA agencies, including implementation of decisions on signal communications and electronic policies, particularly on radio frequency allocations, call signs, radio interference, and radio propagation matters.</p>	<p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 10-1)</p> <p>DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 10-3)</p>
2600	22	<p>FILM CONTROL - LOGS / FORMS / CHARGE OUT CARDS</p> <p>A. Log books, caption sheets, shelf lists, indexes, catalogs, and shot lists, used as finding aids for identification, retrieval, or use.</p> <p>B. Forms used as finding aids, identification, or used for retrieval purposes, of films.</p>	<p>DISPOSE OF ACCORDING TO INSTRUCTIONS COVERING THE RELATED AUDIOVISUAL RECORDS. [GRS 21-29] (N 19-13)</p> <p>SEE ABOVE DISPOSITION. (N 19-12)</p>
	22	<p>C. Cards showing film and equipment on loan(s).</p>	<p>DESTROY 1 YEAR AFTER LAST ENTRY ON CARD. <DA: N1-255-94-1> (N 9-6)</p>
2630	23	<p>PHOTOGRAPHS / STILL PICTURES</p> <p>NOTE: Motion Picture Films (N 19-16) AFS 1394 SEE SCHEDULE 1. <i>Sound Tracks AFS 1394 SEE SCHEDULE 1</i></p> <p>A. PHOTOGRAPHIC WORK/PRODUCTION REPORT FILES</p> <p>1. Work orders and ledgers used in processing and production of photographic services (information may be contained in an electronic action tracking system).</p> <p>2. Reports showing workload, time expended, and type of production (color, black and white, still, or motion picture).</p>	<p>DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1> (N 9-4)</p> <p>DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1> (N 9-5)</p>
	23	<p>C. R&D STILLS</p> <p>1. SELECTED PROJECT CASE FILES</p> <p>Photographs, a master and one captioned print if available, that document significant R&D project activities. This series covers the OPR or Project Offices' original still photographs for projects that are selected by the Project Office as having historical or technical value and warrant permanent retention (see selection criteria outlined in Schedule 8, Item 5A).</p>	<p>* PERMANENT * TRANSFER WITH SELECTED PROJECT CASE FILE UNDER SCHEDULE 8/5A. <DA: N1-255-94-3></p>

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LEGAL AND TECHNICAL RECORDS

**SCHEDULE 2
(AFS 1000-1999)**

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	23	<p>2. NON-SELECTED PROJECT CASE FILES</p> <p>Photographs that are created during the course of a project that does not meet the selection criteria as identified in Schedule 8, Item 5A.</p> <p>3. CENTER PHOTO LABS/OFFICES</p> <p>Duplicate copies of above stills (Items 23-C-1 and C-2) that are maintained in the Center photo lab, audiovisual office, or any other office as reference copies.</p>	<p>THESE RECORDS MAY BE RETIRED WITH THE NON-SELECTED PROJECT CASE FILES (REF. SCHEDULE 8-5B). <DA: N1-255-94-3></p> <p>THIS SERIES MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-94-3></p>
2630	24	<p>VIDEO PRODUCTIONS</p> <p>NOTE: Record elements consist of an ORIGINAL and a duplicate, if available for all * PERMANENT * items. FOLLOW CENTER SPECIFIC DISPOSITION IF ONE IS PROVIDED.</p> <p>A. FINISHED PRODUCTIONS</p> <p>1. DOCUMENTARIES</p> <p>Documentary style finished video productions which document installation projects, programs, or the mission of the Agency/Center, such productions may include but are not limited to:</p> <ul style="list-style-type: none"> o Aeronautics and Space Reports <p>2. MISCELLANEOUS PRODUCTIONS</p> <p>Finished video productions such as the following, but not limited to:</p> <ul style="list-style-type: none"> o Training Classes o Meetings/Conferences or Seminars <p>3. LANGLEY RESEARCH CENTER</p> <p>(a) FINISHED PRODUCTIONS - (See description above)</p> <p>(b) R&D TECHNICAL RESEARCH</p> <p>These videos are taped per customer requests of pure R&D projects such as testing data and footage of experiments, etc. The original footage is returned to the researcher/scientist as the requesting customer.</p>	<p>* PERMANENT * PRODUCTIONS ARE TRANSFERRED TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION, MONTEZUMA DIVISION, ON AN ANNUAL BASIS OR AS CREATED. TWO COPIES OF EACH PRODUCTION WILL BE PROVIDED, ONE MASTER (FINISHED PRODUCTION) AND ONE DUPLICATE COPY. <DA: N1-255-94-1></p> <p>DESTROY OR REUSE WHEN NO LONGER NEEDED OR WHEN 1 YEAR OLD, WHICHEVER IS LONGER. <DA: N1-255-94-1></p> <p>*PERMANENT * TRANSFER IN 5 YEAR BLOCKS WHEN 10 YEARS OLD. <DA: N1-255-94-1></p> <p>DESTROY WHEN NO LONGER NEEDED FOR RESEARCH REFERENCE AND EVALUATION OF SCIENTIFIC DATA. <DA: N1-255-94-1></p>

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LEGAL AND TECHNICAL RECORDS

**SCHEDULE 2
(AFS 1000-1989)**

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24	<p>4. JOHNSON SPACE CENTER (JSC) NOTE: See Chapter 8, Item 25A.</p> <p>(a) MISSION VIDEO - MASTERS</p> <p>Consists of launch/landing; JSC downlinks (1 original and 1 converted to color); pre-mission and post-mission press conferences; and, on-board recordings.</p> <p>(b) MISSION VIDEO - COPIES / DUPLICATES</p> <p>(c) MISCELLANEOUS ACTIVITIES</p> <ul style="list-style-type: none"> ○ Test and Training Activities ○ Productions (Scripted), i.e., General Information/Training ○ Documentaries of Press Conference(s)/Special Events 	<p>* PERMANENT * MASTER MEDIA WITH ALL IDENTIFYING INFORMATION. TRANSFER TO NARA WHEN 30 YEARS OLD. NOTE: Records are to be recopied every 10 years and with TRANSFER at 20 years. Included with transfer at 30, will be the earliest generation available in a then current professional video format and will include a reference copy, if available. <DA: N1-255-94-1></p> <p>RETAIN AT JSC IN STORAGE. DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1></p> <p>DESTROY OR REUSE AFTER 30 DAYS. <DA: N1-255-94-1></p>
	<p>5. STENNIS SPACE CENTER (34" format only)</p> <p>Documentary style productions on center projects and mission, including R&D projects and documentaries.</p>	<p>* PERMANENT * TRANSFER ANNUALLY TO NARA ONE ORIGINAL MASTER AND ONE DUPLICATE COPY OF THE VIDEO. <DA: N1-255-94-1></p>
	<p>B. STILL VIDEO PHOTOGRAPHY</p> <p>STENNIS SPACE CENTER (SSC) GLENN RESEARCH CENTER (GRC)</p> <p>The graphics department or photo lab, as appropriate, will take the digital image and transfer the permanent information from the 2x2 disk to optical disk or the archival media acceptable at the time of transfer. Data consists of R&D or mission related documentation and is usually time sensitive.</p>	<p>* PERMANENT * TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD <DA: N1-255-94-1></p>
	<p>C. R&D VIDEOS</p> <p>1. SELECTED PROJECT CASE FILES</p> <p>Videos, original and duplicate, if available, that documents significant R&D project activities. This series covers the OPR or Project Offices' original video (master, i.e., 1st generation) for projects that are selected by the Project Office as having historical or technical value and warrant permanent retention (see selection criteria outlined in Schedule 8, Item 5A).</p>	<p>* PERMANENT * TRANSFER WITH SELECTED PROJECT CASE FILE UNDER SCHEDULE 8, ITEM 5A. <DA: N1-255-94-3></p>

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LEGAL AND TECHNICAL RECORDS

**SCHEDULE 2
(AFS 1000-1989)**

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24	<p>2. NON-SELECTED PROJECT CASE FILES</p> <p>Videos that are created during the course of a project that does not meet the selection criteria as identified in Schedule 8, Item 5A.</p> <p>3. CENTER PHOTO LABS/OFFICES</p> <p>Duplicate copies of the above videos (Items 24-C-1 and C-2) that are maintained in the Center photo lab, audiovisual office, or any other office as reference copies.</p>	<p>THESE VIDEOS MAY BE RETIRED WITH THE NON-SELECTED PROJECT CASE FILES (SEE SCHEDULE 8-5B). <DA: N1-255-94-3></p> <p>THIS SERIES MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-94-3></p>
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HUMAN RESOURCES (PERSONNEL) RECORDS

**SCHEDULE 3
(AFS 3000-3999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
3000	1	OFFICIAL PERSONNEL FOLDER (FILE) Records filed on the RIGHT side of the Official Personnel Folder (OPF) [See 2. for the temporary papers on the LEFT side of the OPF.] Folders covering employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Administration for permanent retention. NOTE: Master files and data bases created in central data processing facilities to supplement or replace the OPF's are NOT AUTHORIZED for disposal. Such files MUST be scheduled on an SF 115. A. <u>TRANSFERRED EMPLOYEES</u> RECORD COPY - HQ - Office of Human Resources and Education	SEE FEDERAL PERSONNEL MANUAL FOR INSTRUCTIONS RELATING TO FOLDERS OF EMPLOYEES TRANSFERRED TO ANOTHER AGENCY. [GRS 1-1a] (N 15-1)
	1	B. <u>SEPARATED EMPLOYEES</u> RECORD COPY - HQ - Office of Human Resources and Education	TRANSFER FOLDER TO NATIONAL PERSONNEL RECORDS CENTER, ST. LOUIS, MO, 30 DAYS AFTER SEPARATION. NPRC WILL DESTROY 65 YEARS AFTER SEPARATION FROM THE FEDERAL SERVICE. [GRS 1-1b]
		C. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: N1-255-89-4>
3000	2	TEMPORARY INDIVIDUAL EMPLOYEE RECORDS All copies of correspondence and forms maintained on the LEFT side of the Official Personnel Folder (OPF) in accordance with Chapter 3 of "The Guide to Personnel Recordkeeping", EXCLUDING performance-related records.	DESTROY WHEN SUPERSEDED OR OBSOLETE OR UPON SEPARATION OR TRANSFER OF EMPLOYEE, UNLESS SPECIFICALLY REQUIRED TO BE TRANSFERRED WITH THE OPF. [GRS 1-10] (N 15-8)
3050		Equal Opportunity	(see below)
3050	2.5	EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS A. <u>AFFIRMATIVE ACTION PLANS (AAP)</u> 1. Agency copy of consolidated AAPs. 2. Agency feeder plan to consolidated AAPs.	DESTROY 5 YEARS FROM DATE OF PLAN. [GRS 1-25h(1)] (N 15-27, N 15-28) DESTROY 5 YEARS FROM DATE OF FEEDER PLAN OR WHEN ADMINISTRATIVE PURPOSES HAVE BEEN SERVED.

NOTES: Only AFS numbers with defined subjects are used. -- RETENTION -- For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

HUMAN RESOURCES (PERSONNEL) RECORDS

**SCHEDULE 3
(AFS 3000-3999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		3. Report of onsite reviews of AAPs. 4. Agency copy of annual report of affirmative action accomplishments. 5. Headquarters compiled reports.	WHICHEVER IS SOONER. [GRS 1-25h(2)] DESTROY 5 YEARS FROM DATE OF REPORT. [GRS 1-25h(3)] DESTROY 5 YEARS FROM DATE OF REPORT. [GRS 1-25h(4)] RETIRE TO FRC WHEN PLANS ARE 5 YEARS OLD. DESTROY WHEN 30 YEARS OLD. <DA: N1-255-89-4>
3100	4	INTERAGENCY PERSONNEL AGREEMENTS (IPA) Records in this series consist of confidential files which are assignment agreements authorized by the Intergovernmental Personnel Act of 1970, including all correspondence, the IPA form, and any other related documentation and materials. These files are typically filed by individual's last name and include IPA Form No. 5069 - 104 plus all associated background documentation. A. <u>RECORD COPY</u> HQ: B. <u>ALL OTHER OFFICES/COPIES</u>	RETIRE TO FRC 2 YEARS AFTER TERMINATION DATE OF AGREEMENT. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-89-4> DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
3100	6	NASA-CSC EXECUTIVE ASSIGNMENT FILES Standard Form 171 on each NASA employee GS-15 or over together with additional information gleaned from newspaper, house organs. Also in some cases, security and confidential information.	DESTROY 3 YEARS AFTER SEPARATION. <DA: N1-255-89-4> (N 15-49)
3273	7	MANPOWER SURVEY FILES Documents relating to appraisals, either onsite or by other review procedures, such as Manpower Audit Director's Review of Laboratories and Staff Offices.	DESTROY 5 YEARS AFTER APPRAISAL IS CONDUCTED <DA: N1-255-89-4> (N 1-35)
3292	10	STATISTICAL DATA / REPORT FILES A. <u>MANPOWER DATA</u> Reports compilation or other documents created to provide a source of statistical data for use in manpower control activities. B. <u>PERSONNEL OPERATIONS</u> Statistical reports in the operating personnel office and subordinate units relating to personnel.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-89-4> (N 1-34) DESTROY WHEN 2 YEARS OLD. [GRS 1-10] (N 15-17)
3292	11	EMPLOYEE RECORD CARDS Employee record cards used for information purposes outside personnel offices (such as SF 7-B, or Agency internal form).	DESTROY ON SEPARATION OR TRANSFER OF EMPLOYEE.

NOTES: Only AFS numbers with defined subjects are used. -- RETENTION -- For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

HUMAN RESOURCES (PERSONNEL) RECORDS

**SCHEDULE 3
(AFS 3000-3999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
			[GRS 1-6] (N 15-5)
3300	12	COMPETITIVE PLACEMENT PLAN (CCP) FILES Records consist of files used to advertise vacancy announcements and other related documentation which may include but is not limited to the announcement, materials related to the job/position selection, and the vacancy itself.	RETAIN ON-SITE WITHIN THE PERSONNEL OFFICE AND DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4>
3300	14	NASA SPECIAL EMPLOYMENT PROGRAM FILES Applications and correspondence for student aids, summer employees, and co-ops.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4> (N 15-50)
3300	15	UTILIZATION REPORTS - EXPERTS AND CONSULTANTS Quarterly and annual reports to OPM relating to the employment and utilization of experts and consultants.	RETAIN UNTIL EXAMINED BY OPM OR DESTROY WHEN 10 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
3300	18	OUTSIDE EMPLOYMENT FILES Documents relating to outside work or services performed by NASA employees in addition to their official duties.	DESTROY 3 YEARS AFTER TERMINATION OF APPROVED EMPLOYMENT OR 3 YEARS AFTER DISAPPROVAL OF OUTSIDE EMPLOYMENT. <DA: N1-255-89-4> (N 15-24)
3300	19 PASR	SPECIAL PERSONNEL RECORDS - NASA 10 SPER Individuals covered by this system of records are candidates for and recipients of awards or NASA training, civilian and active duty military detailees to NASA; participants in enrollee programs; Faculty, Science, National Research Council and other Fellows, Associates and Guest Workers including those at NASA Centers but not on NASA rolls; NASA contract and grant awardees and their associates having access to NASA premises and records; individuals with interest in NASA matters including Advisory Committee Members; and prospective employees. Categories include: • Special Program Files. • Correspondence and related information to these files. • Special records and rosters. • Agencywide and installation automated personnel information.	"10 SPER" RECORDS ARE NOT AUTHORIZED FOR DISPOSAL AT THIS TIME. PAPER RECORDS ARE RETAINED ON SITE AND ARE DESTROYED OR TRANSFERRED IN ACCORDANCE WITH THE SPECIFIC RECORD SERIES IDENTIFIED IN THIS SCHEDULE. 10 PAYS RECORDS - SEE SCHEDULE 9 (NOTE THESE RECORDS ARE RETAINED FROM 1 TO 3 YEARS DEPENDING ON GAO AUDIT AND/OR DESTROYED OR TRANSFERRED TO NPRC). <DA: N1-255-89-4>
3312	21	MANPOWER REPORTS A. AUTHORIZATION FILES Documents and supporting papers relating to the allocation of manpower spaces to successive echelons. 1. Office of Primary Responsibility.	*PERMANENT* RETIRE TO FRC WHEN 3 YEARS OLD. TRANSFER TO NARA WHEN 10 YEARS OLD.

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HUMAN RESOURCES (PERSONNEL) RECORDS

**SCHEDULE 3
(AFS 3000-3999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
			<DA: N1-255-89-4> (N 1-36)
		2. All other offices/copies.	DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: N1-255-89-4>
		B. REPORTS Reports from Centers to NASA Headquarters concerning manpower, and all related papers.	
		1. Centers.	RETIRE TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-89-4> (N 1-37)
		2. Headquarters. (SEE ITEM C. BELOW)	DESTROY WHEN 2 YEARS OLD <DA: N1-255-89-4>
		C. HEADQUARTERS Reports compiled from information received from Centers (See B. above)	
		1. Headquarters - Agency Level.	*PERMANENT* OPR: RETIRE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-89-4> (N 1-38)
		2. All other offices/copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
3315	22	PUBLIC SERVICE CAREERS EMPLOYEES FILES A. INDIVIDUALS School evaluations, supervisory evaluations, and test scores. B. PROGRAMS Correspondence with Civil Service Commission, Department of Labor Southwest Training Center.	DESTROY WHEN 3 YEARS OLD <DA: N1-255-89-4> (N 15-51) DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4>
3330	24	NASA OUTPLACEMENT PROGRAM Applications, resumes, vacancy announcements and related correspondence.	DESTROY 2 YEARS AFTER REGISTRATION <DA: N1-255-89-4> (N 15-47)
3335	25	PROMOTION REGISTER FILES Registers or records of job opportunities, application and evaluation statements, and all related papers.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4> (N 15-25)
3335	26	REPROMOTION CONSIDERATION FILES Applications and correspondence to and from repromotion eligibles.	DESTROY AFTER REPROMOTION IS ACCOMPLISHED. <DA: N1-255-89-4> (N 15-45)

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HUMAN RESOURCES (PERSONNEL) RECORDS

**SCHEDULE 3
(AFS 3000-3999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
3350	29	CIVILIAN SERVICE EMBLEM CONTROL FILE Records maintained to control the record of eligibility for an award of civilian service emblems.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4> (N 15-13)
3352	30	REEMPLOYMENT PRIORITY FILES Applications, exceptions, and correspondence related to reemployment.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4> (N 15-46)
3400	32	Ph.D. THESES FILES – NASA HEADQUARTERS ONLY Individual copies of dissertations resulting from NASA predoctoral traineeship program. No other copies are retained.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-89-4>
	33	2. Rosters or registers (ASEE/LARSS) (LaRC ONLY). These are the records for the two summer programs sponsored by the Office of University Affairs at Langley Research Center. [ASEE = American Society of Engineering Education] [LARSS = Langley Aerospace Summer Scholars Program]	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
		3. Electronic copies of records that are created on electronic mail and wordprocessing systems and used solely to generate a recordkeeping copy of the records.	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-2>
		C. CONTRACT TRAINING FILES	
		1. Copies of contracts, correspondence, approvals, waivers, and other documents relating to NASA employees training under contracts.	DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER COMPLETION OF A SPECIFIC TRAINING PROGRAM. <DA: N1-255-00-2> (N 15-32)
		2. Background, working papers, announcements, and arrangements of subject contract training.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4>
		3. Electronic copies of records that are created on electronic mail and wordprocessing systems and used solely to generate a recordkeeping copy of the records.	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-2>
		D. NON-CONTRACT TRAINING FILES	
		Applications, acceptances, and all other documents relating to non-contract training of NASA employees.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4> (N 15-33)
		E. TRAINING AIDS	
		All training aids, including the record copy of manuals, syllabuses, textbooks, and other original training aids developed by the Agency, either published or unpublished, in instructing NASA training courses.	
		1. Unique or significant training material(s) developed specifically for use in NASA training courses that would be unique to the Agency. (i.e., Astronaut; Shuttle processing; Payload processing; On-board Flight crew training; etc.)	PERMANENT RETIRE TO FRC WHEN SUPERSEDED, OBSOLETE, OR WHEN NO LONGER USED. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-89-4> (N 15-39)

NOTES: Only AFS numbers with defined subjects are used. – RETENTION – For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

HUMAN RESOURCES (PERSONNEL) RECORDS

**SCHEDULE 3
(AFS 3000-3999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		2. Routine or copies of training materials used to teach an Agency sponsored training class.	DESTROY WHEN SUPERSEDED OR OBSOLETE OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
		3. All other copies.	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4>
	33	F. AGENCY-SPONSORED TRAINING FILES General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the Agency (see E. above).	
		1. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses, and conferences.	DESTROY WHEN 5 YEARS OLD OR 5 YEARS AFTER COMPLETION OF A SPECIFIC TRAINING PROGRAM. (GRS 1-29a(1))
		2. Background and working files.	DESTROY WHEN 3 YEARS OLD. (GRS 1-29a(2))
		G. TECHNICAL TRAINING	
		1. Case files on NASA personnel participating in technical training programs not covered in 2 below.	DESTROY 5 YEARS AFTER EMPLOYEE DISCONTINUES OR COMPLETES TRAINING. <DA: N1-255-89-4> (N 15-38)
		2. Case files related to NASA and contractor personnel participating in NASA-required training programs for certification, such as soldering, optics, flight controllers, divers, etc. Records may include statements of certification, sign off documents, and task experience.	DESTROY 5 YEARS AFTER SEPARATION OF EMPLOYEE OR WHEN NO LONGER NEEDED. <DA: N1-255-00-2>
		3. Electronic copies of records that are created on electronic mail and wordprocessing systems and used solely to generate a recordkeeping copy of the records.	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-2>
		H. ON-THE-JOB TRAINING (OJT)	
		Employee training plans or substantial equivalent record maintained to identify required skill or task training requirements and to document developmental assignments, OJT, or other training. These are general training requirements other than technical/certification training (see paragraph G. above). Cutoff date is date of document.	
		1. Recordkeeping copy (paper).	DESTROY ON TRANSFER OR SEPARATION OF EMPLOYEE, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-99-1>
		2. Electronic copy.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-99-1>

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HUMAN RESOURCES (PERSONNEL) RECORDS

**SCHEDULE 3
(AFS 3000-3999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
3410	34	TRAINING AGREEMENT FILES Agreements between Civil Service Commission (CSC) and NASA pertaining to training, training standards, and all related documents.	DESTROY 3 YEARS AFTER TERMINATION OF AGREEMENT. <DA: N1-255-89-4> (N 15-34)
3410	35	COOPERATIVE TRAINING FILES A. GENERAL TRAINING CASE FILES (not covered in Items 1b-d) by trainee showing history of training and all related documentation. B. SECRETARIAL CO-OP FILES (2-year program) Files consist of documentation and materials related to students in the program and are considered training records. Case files may consist of, but are not limited to, copies of the following documentation: SF 52's, transcripts; progress reports from supervisors; and any other documentation related to the individual in the program. C. APPRENTICESHIP PROGRAM (5-year program) Files consist of documentation and materials related to students in the program and are considered training records. Case files consist of, but are not limited to, copies of the following documentation: SF 52's; transcripts; progress reports from supervisors; and any other documentation related to the individual in the program. D. ENGINEERING AND ADMINISTRATIVE CO-OPS (PROFESSIONAL) CASE FILES (5-year program) (LaRC ONLY) Records in this series consist of SF 52's; copies of 171's; transcripts; progress reports; supervisory comments and/or recommendations; and certificates of completion of the program.	DESTROY RECORDS 3 YEARS AFTER TRAINEE CEASES TRAINING. <DA: N1-255-92-10> (N 15-35) RECORDS MAY BE RETIRED TO FRC WITHIN 1-YEAR AFTER COMPLETION OF THE PROGRAM. DESTROY RECORDS WHEN 3 YEARS OLD (PROGRAM RECORDS WILL THEN BE 5 YEARS OLD). <DA: N1-255-92-10> RECORDS MAY BE RETIRED TO FRC 1 YEAR AFTER COMPLETION OF THE PROGRAM. DESTROY 3 YEARS AFTER COMPLETION OR TERMINATION OF THE PROGRAM. (PROGRAM RECORDS WILL THEN BE 8 YEARS OLD). <DA: N1-255-92-10> RECORDS MAY BE RETIRED TO FRC 1 YEAR AFTER COMPLETION OF THE PROGRAM. DESTROY RECORDS 5 YEARS AFTER COMPLETION OR TERMINATION OF THE PROGRAM (PROGRAM RECORDS WILL THEN BE 10 YEARS OLD). <DA: N1-255-92-10>
3410	36	COOPERATIVE PROGRAM SUMMARY FILES (LaRC ONLY) Records in this series consist of profile sheets (cards) that contain information on individuals for files that have been destroyed. These records are summary cards of their history and information originally contained in the case files identified as "Secretarial; Apprenticeship Program; and Engineering and Administrative Co-Ops." These records are not the case file records. Records can exist in either paper or electronic format (including but not limited to printouts and data maintained on personal computers).	DESTROY RECORDS WHEN 25 YEARS OLD, REGARDLESS OF MEDIUM IN WHICH MAINTAINED. <DA: N1-255-92-16>

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HUMAN RESOURCES (PERSONNEL) RECORDS

**SCHEDULE 3
(AFS 3000-3999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
3410	37	GRADUATE STUDY PROGRAM RECORDS Records in this series consist of case files of individuals who apply to graduate programs and are accepted. Files may contain copies of transcripts, 171's, letters of authorization to take courses, registration, and applications for graduate study. This is considered a working file and includes records in the Professional Co-Op Educational Training Program (CFETP); the Professional Entrance Training Program (PETP); and the Administrative Training Program (ATP).	RETIRE TO FRC 2 YEARS AFTER COMPLETION OR TERMINATION OF STUDY PROGRAM. DESTROY 8 YEARS AFTER COMPLETION OR TERMINATION OF THE PROGRAM. <DA: N1-255-92-11>
3410	38	TRAINING - REPORT FILES A. Reports form Centers to NASA Headquarters concerning training and all related papers. 1. Centers. 2. Headquarters. B. Reports compiled from information received from Centers (item A. above). 1. Centers and all other offices/copies 2. Headquarters.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4> (N 15-37) DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4> DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-89-4> (N 15-36) DESTROY WHEN 5 YEARS OLD. <DA: N1-255-89-4>
3451	39	AWARDS PUBLICITY FILES Documents used in publicizing or encouraging participation in awards programs, including posters, cartoons, placards, and all other means of obtaining attention and announcing results of the programs and all other related papers.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4> (N 15-14)
3451	40	AWARDS AND PROGRAM FILES - EMPLOYEE A. AWARD CASE FILES 1. Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to Agency-sponsored cash and noncash awards, such as incentive awards, within-grade merit increases, suggestions, and outstanding performance awards. 2. Correspondence or memoranda pertaining to awards from other government agencies or private organizations. 3. Reports pertaining to the operation of the Incentive Awards Program. Including statistical data and other documentation pertaining to the program. B. LENGTH OF SERVICE AND SICK LEAVE AWARD FILES C. LETTERS OF COMMENDATION AND APPRECIATION	DESTROY 2 YEARS AFTER APPROVAL OR DISAPPROVAL. [GRS 1-12a(1)] DESTROY WHEN 2 YEARS OLD. [GRS 1-12a(2)] DESTROY WHEN 3 YEARS OLD. [GRS 1-13] SEE ITEM 47 OF THIS SCHEDULE.

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HUMAN RESOURCES (PERSONNEL) RECORDS

**SCHEDULE 3
(AFS 3000-3999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		Copies of letters recognizing length of service and retirement, and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.	DESTROY WHEN 2 YEARS OLD. (GRS 1-12a)
		D. AGENCY AWARD NOMINATIONS Records consist of lists or indexes of nominees and/or winners to Agency Award Nominations.	DESTROY WHEN SUPERSEDED OR OBSOLETE. (GRS 1-12a)
		E. DEPARTMENT LEVEL AWARD FILES Records relating to awards made at the Departmental level or higher, i.e., Secretary's Awards, Presidential.	RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 15 YEARS OLD. <DA: NI-255-89-4
		F. BENEFICIAL SUGGESTIONS Suggestions and reports made thereon and related to.	DESTROY WHEN 2 YEARS OLD. <DA: NI-255-89-4> (N 1-91)
3530	45	PAY TABLES Records and files consisting of "official" record sets of pay tables.	DESTROY UPON DISCONTINUANCE AND DISESTABLISHMENT OF INSTALLATION. <DA: NI-255-89-4> (N 4-19)
3710	52	LABOR MANAGEMENT RELATIONS RECORDS A. GENERAL RECORDS/CASE FILES Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups. 1. Office negotiating agreement. 2. Other offices. B. LABOR ARBITRATION (General) and Case Files Correspondence, forms, and background papers relating to labor arbitration cases. C. LABOR RELATION FILES - Work Stoppages/Strikes Documents relating to work stoppages, strikes, and disputes affecting NASA contracts; includes strike reports, reports of work stoppages, correspondence, plans to settle disputes, and all related documents. 1. Headquarters	DESTROY 5 YEARS AFTER EXPIRATION AGREEMENT. (GRS 1-28a(1)) (N 15-44) DESTROY WHEN SUPERSEDED OR OBSOLETE. (GRS 1-28a(2)) DESTROY 5 YEARS AFTER FINAL RESOLUTION OF CASE (GRS 1-28b) PERMANENT RETIRE TO FRC WHEN INACTIVE. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: NI-255-89-4>

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HUMAN RESOURCES (PERSONNEL) RECORDS

**SCHEDULE 3
(AFS 3000-3999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
	52	2. Centers	DESTROY WHEN 5 YEARS OLD <DA: NI-255-89-4>
3771	54	GRIEVANCE, DISCIPLINARY AND ADVERSE ACTION FILES A. GRIEVANCE, APPEALS FILES (5 CFR 771) Records originating in the review of grievance and appeals raised by Agency employees, except EEO complaints. These case files include statement of witnesses; reports of interviews and hearings; examiner's findings and recommendations; a copy of the original decision; related correspondence and exhibits; and, records relating to a reconsideration request. B. APPEAL RECORD FILES Copy of decisions rendered, review decisions, related correspondence, and other documentation, except record copies of official documents affecting personnel actions. C. ADVERSE ACTION FILES (5 CFR 752) Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; merit systems protection board cases (MSPB); statements of witnesses; employee's reply; hearing notices, reports and decision; reversal of actions; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.	DESTROY 5 YEARS AFTER CASE IS CLOSED. (GRS 1-30a) DESTROY 7 YEARS AFTER CASE IS CLOSED. <DA: NI-255-89-4> (N 15-43) DESTROY 5 YEARS AFTER CASE IS CLOSED (GRS 1-30b)
3800	56	NASA EMPLOYEES BENEFIT ASSOCIATION INSURANCE FILES (NEBA) (D/FRF ONLY) Records in this series may include but are not limited to the following NASA Employees Benefit Association (NEBA) general correspondence, material related to insurance claims related to life/travel, correspondence claims, bank statements and quarterly reports, distribution surveys, audit reports, and reports on unliquidated obligations. A. ORIGINAL DOCUMENTATION B. ALL OTHER COPIES	RETIRE RECORDS/CASE FILES TO FRC ONE YEAR AFTER FISCAL YEAR IN WHICH CLAIM/CASE OR REPORT IS RECEIVED, COMPLETED, OR CLOSED. DESTROY FILES 6 YEARS AND 3 MONTHS AFTER THE END OF THE FISCAL YEAR IN WHICH THE RECORDS WERE CREATED, RECEIVED, OR CLOSED. <DA: NI-255-89-4> DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: NI-255-89-4>
3850	58	UNEMPLOYMENT COMPENSATION DATA REQUEST FILES Requests for wage and separation data to be used in connection with	DESTROY WHEN 2 YEARS OLD.

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HUMAN RESOURCES (PERSONNEL) RECORDS

**SCHEDULE 3
(AFS 3000-3999)**

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<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION <Authority></u>
		unemployment compensation claims, and related papers, including requests for information, notice of refusal of work offer, and related papers.	<DA: NI-255-89-4> (N 4-18)
3870	59	MONETARY BENEFITS FILES Documents relating to the origination, implementation or monitoring of employee benefits, such as Group Life Insurance and health plans, which have a cash value but are not a part of salary wages, or other direct compensation.	DESTROY WHEN 5 YEARS OLD. <DA: NI-255-89-4> (N 15-23)
3940	61	CHARITY DRIVES, CONTRIBUTIONS, AND OTHER ACTIVITIES A. Records of quasi-official nature, memoranda, and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, voluntary activities, and similar papers. B. Records which document and serve as the basis for official actions.	DESTROY IMMEDIATELY, OR WHEN NO LONGER NEEDED FOR REFERENCE, OR UNDER A PREDETERMINED SCHEDULE OR BUSINESS RULE (E.G., IMPLEMENTING THE AUTO-DESTRUCTIVE FEATURE OF "LIVE" ELECTRONIC MAIL SYSTEMS). [GRS 23-7] (N 1-98) DESTROY WHEN 2 YEARS OLD. <DA: NI-255-89-4>
3981	63	UTILIZATION OF PERSONNEL AUTHORITIES Office of Personnel Management (OPM) required documentation of the utilization of personnel authorities under OPM delegation agreements.	DESTROY WHEN 2 YEARS OLD. <DA: NI-255-89-4>

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PROPERTY AND SUPPLY RECORDS

**SCHEDULE 4
(AFS 4000-4999)**

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CHAPTER 4. NRRS 4

PROPERTY AND SUPPLY RECORDS

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION <Authority></u>
4000	1	LOST AND FOUND ACCOUNTABILITY FILES Reports, loss statements, receipts, and other papers relating to lost and found articles	DESTROY WHEN 1 YEAR OLD. <DA: NI-255-89-4> (N 12-23)
4020	2	REPORT OF SURVEY FILES Documents maintained for the purpose of review of circumstances concerning the loss, unserviceability, or destruction of Government property of funds, and for determination of the question of pecuniary or other responsibilities. A. Files involving pecuniary liability.	RECORDS MAY BE RETIRED TO FRC 2 YEARS AFTER FINAL ACTION. DESTROY 10 YEARS AFTER DATE OF ACTION. <DA: NI-255-89-4> (N 17-26)
		B. Report of survey files and other papers used as evidence for adjustment of inventory records and not otherwise covered in this Schedule.	DESTROY 2 YEARS AFTER DATE OF SURVEY ACTION OR DATE OF POSTING MEDIUM. [GRS 3-9c]
	2	C. All other office/copies	DESTROY WHEN OBSOLETE OR SUPERSEDED, OR 3 YEARS OLD WHICHEVER IS SOONER. <DA: NI-255-89-4>
4100	4	CAPITALIZED EQUIPMENT REGISTER Register showing serial or inventory number of all capitalized equipment currently used or in storage at the Centers.	DESTROY ON DISCONTINUANCE OF INSTALLATION <DA: NI-255-89-4> (N 18-7)
4130	6	MECHANIZED PROPERTY AND SUPPLY RECORDS (TRANSACTION REGISTER) A. Mechanized register reflecting stock items having activity during period covered by the register. This register is an audit trail of stock items and includes transactions such as the following: Transactions establishing new items, receipts, issues of due-in's; due-out's; inventory adjustments. B. All other offices/copies	DESTROY WHEN 2 YEARS OLD. <DA: NI-255-89-4> (N 17-45) DESTROY WHEN OBSOLETE OR SUPERSEDED OR WHEN 2 YEARS OLD WHICHEVER IS SOONER. <DA: NI-255-89-4>

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PROPERTY AND SUPPLY RECORDS

**SCHEDULE 4
(AFS 4000-4999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
4200	7	SPACE AND MAINTENANCE – GENERAL A. Report(s) from Centers to Headquarters concerning maintenance, repair, and operations. 1. Headquarters (OPR) 2. Centers (OPR) B. Reports consolidated by Headquarters from reports described in Item 9a of this Schedule. 1. Headquarters 2. All other offices/copies C. Correspondence Files Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation and related papers.	 DESTROY WHEN 3 YEARS OLD. <DA: NI-255-89-4> (N 18-9a2) DESTROY WHEN 5 YEARS OLD. <DA: NI-255-89-4> (N 18-9a1) DESTROY WHEN 3 YEARS OLD. <DA: NI-255-89-4> DESTROY WHEN 2 YEARS OLD. <DA: NI-255-89-4> DESTROY WHEN 2 YEARS OLD. [GRS 11-1]
4210	8	PROPERTY FILES A. PROPERTY PASS Property pass files, authorizing removal of property or materials from any NASA Centers. This includes hand receipts for materials loaned or issued for use and are to be returned. B. LOAN AGREEMENT FILES Case files, including legal agreements, correspondence, and related papers pertaining to temporary property loans. Loan agreements are with outside organizations, i.e., other Government agencies, educational institutions, individuals, profit and nonprofit organizations, who are borrowing NASA property or who are loaning property to NASA at no cost. C. PROPERTY SHIPPING RECORDS Documents reflecting the movement (shipping) of items to/from NASA Centers by a commercial shipper or contractor. Records are normally maintained in the NASA Center Shipping/Receiving organization or Property Equipment organization. 1. Office of Primary Responsibility – (JSC only) (a) Hardcopy	 DESTROY 3 MONTHS AFTER EXPIRATION OR REVOCATION. [GRS 18-12] RETIRE TO FRC 2 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH THE PROPERTY IS RETURNED. DESTROY 6 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH THE PROPERTY WAS RETURNED. <DA: NI-255-91-4> CUTOFF AT END OF CALENDAR YEAR. CONVERT TO CD-ROM 18 MONTHS AFTER CUT OFF

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PROPERTY AND SUPPLY RECORDS

**SCHEDULE 4
(AFS 4000-4999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		(b) CD-Rom file, cutoff date is date CD-ROM created (1(a) above). 2. Office of Primary Responsibility – (All Centers except JSC) Hardcopy. Cutoff date is end of calendar year. 3. All other Office's copies, cutoff date is date of document. 4. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records.	DATE DESTROY HARDCOPY AFTER CD-ROM CONVERSION IS VERIFIED AND WHEN HARDCOPY IS 3 YEARS OLD. <DA: NI-255-01-3> KEEP FOR 3 YEARS, DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. <DA: NI-255-01-3> KEEP FOR 3 YEARS, DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER <DA: NI-255-01-3> DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER <DA: NI-255-01-3> DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PROVIDED <DA: NI-255-01-3>
4320	9	SURPLUS PROPERTY FILES A. DONATION FILES Case files on surplus property donated to Health, Education, and Welfare, including pertinent HEW forms, shipping documents and related correspondence. B. CASE FILES Case files on sales of surplus personal property, comprising invitation, bids, acceptances, lists of materials, evidence of sales, and related correspondence. 1. Transactions of more than \$25,000. 2. Transactions of \$25,000 or less. 3. Unique files that set precedent relating to transactions over \$100,000. (Precedent setting transactions include sale or donation of goods to foreign nations and international organizations.)	 DESTROY WHEN 3 YEARS OLD. <DA: NI-255-89-4> (N 18-8) DESTROY 6 YEARS AFTER FINAL PAYMENT. [GRS 4-3a] DESTROY 3 YEARS AFTER FINAL PAYMENT. [GRS 4-3b] *PERMANENT* RETIRE RECORDS TO FRC AFTER FINAL PAYMENT, TRANSFER TO NASA 5 YEARS AFTER FINAL PAYMENT. <DA: NI-255-89-4> (N 18-8)
4360	11	PLANT CLEARANCE FILES – CONTRACTOR EXCESS	

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PROPERTY AND SUPPLY RECORDS

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(AFS 4000-4999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		PROPERTY These files document the reporting, processing, and disposition of Government furnished property/equipment provided to contractors that has become excess to their needs. These case files can consist of documentation on the excess personal property turned in to the Center Plant Clearance Officer by cost-type onsite contractors.	DESTROY 3 YEARS AFTER YEAR IN WHICH CASE IS CLOSED. <DA: NI-255-90-7>
4500	12	CONTROLLED MATERIAL FILES A. Reports on allotments, unused balances, and related matters.	
	12	1. Office of primary responsibility. 2. All other offices/copies. B. Documents, ledgers, and similar documents used to control and account for controlled materials. 1. Office of primary responsibility 2. All other offices/copies C. Allotment case files used to control and account for controlled materials.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: NI-255-89-4> (N 17-15) DESTROY WHEN 2 YEARS OLD. <DA: NI-255-89-4> RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: NI-255-89-4> (N 17-17) DESTROY WHEN 2 YEARS OLD. <DA: NI-255-89-4> DESTROY WHEN 5 YEARS OLD. <DA: NI-255-89-4> (N 17-10)
4500	13	ALLOCATION FILES Documents reflecting the distribution of controlled materials from DOD to NASA Headquarters, and further allocations within NASA to allocating agencies. Included are documents indicating material requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, and similar data.	DESTROY WHEN 5 YEARS OLD. <DA: NI-255-89-4> (N 17-13)
4500	14	PRIORITY RATING CASE FILES Documents used in establishing the priority use of controlled materials by contractors.	DESTROY WHEN 3 YEARS OLD. <DA: NI-255-89-4> (N 17-14)
4500	15	DEFENSE MATERIAL SYSTEM INSTRUCTION FILES Documents providing direction and guidance for the NASA program designed to control materials designated as critical by the Defense Materials System. Included are basic directives, procedures, coordination actions, studies, interpretations, and documents containing factoring data embodied in weight information, engineering estimates, and bills of materials.	DESTROY WHEN 2 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER APPLIES. <DA: NI-255-89-4> (N 17-12)

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INDUSTRY RELATIONS AND PROCUREMENT

**SCHEDULE 5
(AFS 5000-5999)**

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CHAPTER 5. NRRS 5

INDUSTRY RELATIONS AND PROCUREMENT

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
5100	1	PROCUREMENT FILES Contracts, requisitions, purchase orders, leases, bonds, and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items: 13, 19, and Schedule 8) or described in 48 CFR, FAR. NOTE: 6 years/3 months converts the fiscal year to calendar year. GAO audits are based on calendar year. PROCUREMENT OR PURCHASE ORGANIZATION COPY AND RELATED PAPERS NECESSARY FOR GAO OR INTERNAL AUDIT PURPOSES 1. Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").	
	1	(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000. (b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000. 2. Transactions dated earlier than July 3, 1995. (a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000. (b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000. 3. Selected case (by the AA for Procurement) that set precedent or are unusual and pertain to purchases of spacecraft or major innovations in intra-atmospheric flight, highspeed research aircraft, etc. (Transactions of more than 1 million dollars.) B. OBLIGATION COPY	DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT. [GRS 3-3a(1)(a)] (N 17-1) DESTROY 3 YEARS AFTER FINAL PAYMENT. [GRS 3-3a(1)(b)] DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT. [GRS 3-3a(2)(a)] DESTROY 3 YEARS AFTER FINAL PAYMENT. [GRS 3-3a(2)(b)] * PERMANENT * RETIRE TO FRC 2 YEARS AFTER FINAL PAYMENT. TRANSFER TO NARA 10 YEARS AFTER FINAL PAYMENT. <DA: NI-255-94-2> DESTROY WHEN FUNDS ARE OBLIGATED. [GRS 3-3b]

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INDUSTRY RELATIONS AND PROCUREMENT

**SCHEDULE 5
(AFS 5000-5999)**

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		<p>C. DATA SUBMITTED TO THE FEDERAL PROCUREMENT DATA SYSTEM (FPDS)</p> <p>Electronic data files maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.</p>	<p>DESTROY OR DELETE WHEN 5 YEARS OLD. [GRS 3-34]</p>
		<p>D. HEADQUARTERS FILES PERTAINING TO CONTRACTS AND AMENDMENTS AWARDED BY CENTERS</p>	<p>RETIRE TO FRC 2 YEARS AFTER FINAL PAYMENT. DESTROY 6 YEARS AFTER FINAL PAYMENT. <DA: NI-255-94-2></p>
5100	3	<p>STATUS REPORTS ON PRIME AND SUBCONTRACT AWARDS</p> <p>Machine reports (ADP printouts) on NASA prime and subcontract awards; listings of active contracts by Center, by contractor, by place of performance, by project, including monthly and quarterly summaries, monthly procurement action reports, subcontracts awarded by prime contractors and their first tier subcontractors.</p> <p>A. OFFICE OF PRIMARY RESPONSIBILITY (NASA Headquarters)</p> <p>B. CENTERS AND ALL OTHER COPIES</p>	<p>RETIRE TO FRC 1 YEAR AFTER CLOSE OF FISCAL YEAR TO WHICH RECORDS PERTAIN. DESTROY WHEN 10 YEARS OLD. <DA: NI-255-94-2> (N 17-40)</p> <p>DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 2 YEARS OLD. <DA: NI-255-94-2></p>
5100	4	<p>BIDDERS' LISTS</p> <p>A. ACCEPTABLE Lists or card files of acceptable bidders.</p> <p>B. DEBARRED AND SUSPENDED Lists or card files of debarred or suspended bidders.</p>	<p>DESTROY WHEN SUPERSEDED OR OBSOLETE. [GRS 3-54] (N 17-8)</p> <p>DESTROY WHEN SUPERSEDED, OBSOLETE, OR 3 YEARS OLD, WHICHEVER IS SOONER. <DA: NI-255-94-2> (N 17-7)</p>
5100	5	<p>GENERAL PROCUREMENT CORRESPONDENCE</p> <p>Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. Procurement management survey files, including correspondence and reports concerning surveys of procurement management.</p>	
	5	<p>A. HEADQUARTERS</p> <p>B. CENTERS AND ALL OTHER OFFICES/COPIES</p>	<p>RETAIN UNTIL REFERENCE VALUE CEASES; THEN DESTROY. <DA: NI-255-94-2> (N 17-48)</p> <p>DESTROY WHEN 2 YEARS OLD. [GRS 3-2]</p>
5101	6	<p>CONTRACT LEGAL ADVICE</p>	

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INDUSTRY RELATIONS AND PROCUREMENT

**SCHEDULE 5
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		<p>Documents pertaining to pre-award contract advice concerning patent, copyright, and technical data matters.</p>	<p>RETIRE TO FRC WHEN NO LONGER NEEDED FOR REFERENCE. DESTROY WITH RELATED CONTRACT OR WHEN 25 YEARS OLD, WHICHEVER IS LATER. <DA: NI-255-94-2> (N 13-7)</p>
5104	7	<p>BASIC AGREEMENT FILES</p> <p>Basic agreements are made with individual contractors to set forth the negotiated contract clauses which shall be applicable to future contracts of a specified type entered into between the contractor and NASA during the term of the basic agreements. All basic agreements, current and active, or cancelled or superseded for any one contractor, shall be filed together.</p> <p>A. HEADQUARTERS</p> <p>B. CENTERS AND ALL OTHER OFFICES/COPIES</p>	<p>DESTROY 2 YEARS AFTER EXPIRATION OF BASIC AGREEMENT. <DA: NI-255-94-2> (N 17-43)</p> <p>RETIRE TO FRC 2 YEARS AFTER FINAL PAYMENT ON CONTRACT PERFORMED BY APPLICABLE CONTRACTOR. DESTROY 4 YEARS AFTER FINAL PAYMENT. <DA: NI-255-94-2></p>
5104	8	<p>CONTRACT ADMINISTRATION OF PATENT AND NEW TECHNOLOGY CLAUSES</p> <p>Documents pertaining to actual administration of patent and new technology clauses in contracts especially pertaining to reporting and processing of inventions required to be reported.</p>	<p>RETIRE TO FRC 2 YEARS AFTER CONTRACT CLOSE-OUT. DESTROY WHEN 20 YEARS OLD. <DA: NI-255-94-2> (N 13-8)</p>
5104	9	<p>SURVEYS OF EVALUATIONS</p> <p>Case files on surveys of evaluations made by NASA procurement offices.</p>	<p>DESTROY 6 YEARS AFTER FINAL PAYMENT. <DA: NI-255-94-2> (N 17-19)</p>
5105	10	<p>PROCUREMENT ACTION REPORT</p> <p>Documents relating to the reporting system designed to provide statistics concerning placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contractor settlement, semi-annual, consolidated, and summary reports, and related correspondence.</p>	<p>DESTROY WHEN 2 YEARS OLD. <DA: NI-255-94-2> (N 17-11)</p>
5109	11	<p>COMPETENCY CERTIFICATES</p> <p>Copies of the certificates, communications, concerning the capacity credit of specific small business concerns.</p>	<p>DISPOSE OF IN ACCORDANCE WITH RELATED CONTRACT. <DA: NI-255-94-2> (N 17-31)</p>
5112	12	<p>CONTRACT DEVIATION FILES</p> <p>Requests, approvals, and disapproval of deviations from standard contract or grant forms and clauses.</p> <p>A. HEADQUARTERS</p>	<p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WITH RELATED</p>

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INDUSTRY RELATIONS AND PROCUREMENT

**SCHEDULE 5
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		<p>B. <u>CONTRACTING OFFICE</u></p> <p>C. <u>ALL OTHER OFFICES/COPIES</u></p>	<p>CONTRACT. <DA: NI-255-94-2> (N 17-4)</p> <p>DESTROY WITH RELATED CONTRACT FILE. <DA: NI-255-94-2></p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: NI-255-94-2></p>
5115	13	<u>SOURCE EVALUATION BOARD (SEB) FILES</u>	
		<p>A. <u>ESTABLISHMENT OF BOARD INCLUDING RECORDS CREATED</u></p> <p>Records and correspondence concerning the competitive solicitation, evaluation, and selection of a contractor to perform a major negotiated contract, including designation of board members, rules for board operations, committee appointments, minutes of all committee and board meetings; records on the evaluation process, criteria, specifications; bidder proposals, and reports of committee actions and findings, including backup material and final SEB reports to the Administrator.</p> <p>B. <u>ACTIONS OF THE ADMINISTRATOR (OR HIS DESIGNEE)</u></p> <p>Records and correspondence concerning deliberations and actions of the Administrator or his designee and other officials participating in these actions relating to the final selection of the contractor based on the SEB's report and presentation(s). NOTE: These files are separate from the Board's files set forth above in A.</p>	<p>MAINTAIN AS AN INTEGRAL UNIT. RETIRE AND DESTROY WITH THE RELATED CONTRACT FILE. SEE ITEM 1.A.3. OF THIS SCHEDULE. IF CONTRACT IS PRECEDENT SETTING OR UNIQUE. RETIRING ACTIVITIES PLACE DESTRUCTION DATE ON THE SF 135. <DA: NI-255-94-2> (N 17-39)</p> <p>RETIRE TO FRC 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH THE SELECTION TOOK PLACE. DESTROY 6 YEARS AFTER THE FISCAL YEAR IN WHICH THE SELECTION TOOK PLACE. <DA: NI-255-94-2> (N 13-21)</p>
5115	14	<u>SOLICITED AND UNSOLICITED BIDS AND PROPOSALS FILES (INCLUDING SUCCESSFUL/UNSUCCESSFUL AND REJECTED BIDS)</u>	
		<p>A. <u>SUCCESSFUL BIDS/PROPOSALS</u></p> <p>B. <u>UNSUCCESSFUL BIDS/PROPOSALS - SOLICITED & UNSOLICITED</u></p> <p>1. Relating to simplified acquisitions as defined in the FAR, 48 CFR Part 13.</p> <p>2. Relating to transactions above the simplified acquisitions limitations in 48 CFR, Part 13.</p> <p>(a) When filed separately from the contract file.</p> <p>(b) When filed with contract case file.</p>	<p>DESTROY WITH RELATED CONTRACT CASE FILE (SEE ITEM 1 OF THIS SCHEDULE) [GRS 3-5a]</p> <p>DESTROY 1 YEAR AFTER DATE OF AWARD OR FINAL PAYMENT, WHICHEVER IS LATER. [GRS 3-5b(1)] (N 17-5)</p> <p>DESTROY WHEN RELATED CONTRACT IS COMPLETED. [GRS 3-5b(2)(a)]</p> <p>DESTROY WITH RELATED CONTRACT CASE FILE (SEE ITEM 1</p>

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INDUSTRY RELATIONS AND PROCUREMENT

**SCHEDULE 5
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			OF THIS SCHEDULE [GRS 3-5b(2)(b)]
	14	<p>3. Investigative reports concerning feasibility of unsolicited proposal(s).</p> <p>(a) Reports on proposals resulting in projects.</p> <p>(b) Reports on rejected proposals.</p>	<p>FILE WITH RELATED CONTRACT. DESTROY ACCORDINGLY. <DA: NI-255-94-2> (N 17-9)</p> <p>RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 5 YEARS OLD. <DA: NI-255-94-2></p>
5119	15	<u>QUALIFICATION LISTS</u>	<p>Lists of businesses determined to be qualified to participate in the small business program and related documents.</p> <p>DESTROY WHEN SUPERSEDED, OBSOLETE, OR WHEN 3 YEARS OLD WHICHEVER IS LATER. <DA: NI-255-94-2> (N 17-33)</p>
5119	16	<u>SMALL BUSINESS RECORDS</u>	
		<p>A. <u>REPORTS</u></p> <p>Reports received by small business advisors from NASA procurement offices and from contractors regarding the small business procurement program.</p> <p>B. <u>INFORMATION FILES</u></p> <p>Documents relating to communications or discussions providing small business concerns with information about NASA requirements for the participation of small business concerns in the NASA procurement program.</p> <p>C. <u>PROGRAM SURVEY FILES</u></p> <p>Documents relating to surveys to analyze the effectiveness of the small business program.</p>	<p>DESTROY WHEN 2 YEARS OLD. <DA: NI-255-94-2> (N 17-32)</p> <p>DESTROY WHEN 2 YEARS OLD. <DA: NI-255-94-2> (N 17-28)</p> <p>DESTROY WHEN 2 YEARS OLD. <DA: NI-255-94-2> (N 17-29)</p>
	16	D. <u>QUALIFICATION FILES</u>	<p>Case files relating to the productive capacity, credit, resources, and similar data about small business concerns to provide information about the availability of additional small business sources to meet current or anticipated requirements of the procurement program.</p> <p>DESTROY WHEN SUPERSEDED, OBSOLETE, OR WHEN 3 YEARS OLD WHICHEVER IS LATER. <DA: NI-255-94-2> (N 17-30)</p>
5127	17	<u>LICENSING OF NASA-OWNED INVENTIONS (DOMESTIC AND FOREIGN)</u>	
		<p>A. <u>LICENSE GRANTS</u></p> <p>B. <u>INQUIRIES</u> about commercial rights and licensing program.</p>	<p>RECORDS MAY BE RETIRED TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 25 YEARS OLD. <DA: NI-255-94-2> (N 13-10)</p> <p>DESTROY WHEN 2 YEARS OLD. <DA: NI-255-94-2></p>
5127	18	<u>PATENTS (ALSO SEE SCHEDULE 2)</u>	
		A. <u>INFRINGEMENT</u>	<p>Infringement case files, including correspondence of a general nature regarding patent infringement.</p> <p>RETIRE TO FRC 2 YEARS AFTER SETTLEMENT OF CASE. DESTROY</p>

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INDUSTRY RELATIONS AND PROCUREMENT

**SCHEDULE 5
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		B. <u>LICENSES RECEIVED ON PATENTS OR PATENT APPLICATIONS</u> HEADQUARTERS ONLY - (Office of General Counsel)	WHEN 20 YEARS OLD. <DA: N1-255-94-2> (N 13-11) RETIRE TO FRC 2 YEARS AFTER LICENSE IS NO LONGER ACTIVE. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-2> (N 13-12)
5131	21	COST AND PRICE ANALYSIS FILES Cost and price analysis reports, financial data, audit reports, and all other supporting papers relating to a contract.	DISPOSE OF IN ACCORDANCE WITH RELATED CONTRACT. <DA: N1-255-94-2> (N 17-35)
5133	22	BID AND AWARD PROTEST FILES (ALSO SEE SCHEDULE 2) Correspondence and reports regarding protests on bids and awards. A. <u>HEADQUARTERS</u> B. <u>CENTERS AND ALL OTHER OFFICES/COPIES</u>	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-2> (N 17-6) DESTROY WITH RELATED CONTRACT FILE. <DA: N1-255-94-2>
5135	23	R&D CONTRACT REFERENCE FILE Consisting of copies of R&D contracts associated with the accomplishment of the program with changes, modifications, or addenda thereto.	DESTROY AFTER COMPLETION OR CANCELLATION OF PROGRAM. <DA: N1-255-94-2> (N 24-15)
5137	24	INTERSERVICE INSPECTION FILES Documents relating to the performance of inspection services for other procuring activities, such as audit reports.	DISPOSE OF IN ACCORDANCE WITH RELATED CONTRACT. <DA: N1-255-94-2> (N 17-42)
5142	25	CONTRACTOR MONTHLY MANAGEMENT AND OPERATIONS REPORTS Contract Technical Monitor's (CTM), Contracting Officers Technical Representative (COTR), or Contracting Officer Representative (COR) for which contract is performed. A. Copies of formal written direction to the contractor which fills in detail, directs possible lines of inquiry, or otherwise more specifically defines work set forth in the contract statement-of-work. B. Copies of contractor's management and operation reports, containing financial and production data.	RECORDS MAY BE RETIRED TO FRC WHEN 4 YEARS OLD. DESTROY UPON CERTIFICATION OF PAYMENT TO THE CONTRACTOR OR WHEN NO LONGER NEEDED FOR FOLLOW-ON CONTRACT PREPARATION. RETIRING ACTIVITY TO PLACE DESTRUCTION DATE ON SF 135. <DA: N1-255-94-2> DESTROY 2 YEARS AFTER EXPIRATION OF CONTRACT. <DA: N1-255-94-2>
5149	26	CONTRACT TERMINATION REPORT FILES	

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INDUSTRY RELATIONS AND PROCUREMENT

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		Reports, correspondence, and related documentation pertaining to status of contract or grant termination.	DESTROY WHEN 3 YEARS OLD OR WITH RELATED CONTRACT FILE, WHICHEVER IS LATER. <DA: N1-255-94-2> (N 17-3)
5200	27	CONTRACTOR LABOR RELATIONS - EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS (INDUSTRY) A. <u>COMPLIANCE RECORDS</u> Documents relating to the compliance with nondiscrimination in employment contract clauses.	
	27	1. Compliance Review files consisting of reviews, background papers, complaints, special visits, and correspondence relating to contractor employment practices. 2. EEO Compliance Reports. B. <u>CONTRACTOR EEO REPORTS</u> Contract compliance reviews of contractors and affirmative action plans of contractors and equal employment opportunity (EEO-1) reports. C. <u>EEO CLEARANCE PAPERS</u> Memoranda or other documentation from EEO clearing or approving a contractor for compliance with nondiscrimination contract clauses.	DESTROY WHEN 7 YEARS OLD. [GRS 1-254(1)] (N 17-37) DESTROY WHEN 3 YEARS OLD. [GRS 1-254(2)] DESTROY WHEN 7 YEARS OLD. [GRS 1-254(1)] (N 17-16) DESTROY WITH RELATED CONTRACT. <DA: N1-255-94-2>
5300	28	UNSATISFACTORY CONDITION REPORTS Reports and related documents resulting from unsatisfactory performance or working conditions as related to the contract and contractor.	RETIRE TO FRC 1 YEAR AFTER END OF PROJECT. DESTROY 10 YEARS AFTER THE END OF THE PROJECT. <DA: N1-255-94-2> (N 20-7)
5300	29	EVALUATION FILES Case files on evaluations made by the Headquarters R&QA Office.	RETIRE TO FRC 1 YEAR AFTER COMPLETION OF PROJECT. DESTROY 6 YEARS AFTER COMPLETION. <DA: N1-255-94-2> (N 20-1)
5300	30	R&QA AUDITS, SURVEYS, AND REPORTS A. Documents related to R&QA audits, special studies, status reports, etc., including related correspondence (filed by contract). B. All other or in-house SR&QA Audits, Surveys, and Report files performed. C. Quality Surveillance Records/System (QSR) 1. Original forms which document the quality assurance specialist's daily work effort. The form records the specialist's observations of the contractor performing tasks	RETIRE TO FRC 2 YEARS AFTER CONTRACT FINAL PAYMENT. DESTROY 5 YEARS AFTER FINAL PAYMENT. <DA: N1-255-94-2> (N 20-11) CLOSE FILE AT END OF SURVEY/AUDIT AT END OF FISCAL YEAR. DESTROY WHEN 9 YEARS OLD. <DA: N1-255-94-2> DESTROY ORIGINAL QSR'S WHEN 2 YEARS OLD. <DA: N1-255-94-2>

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INDUSTRY RELATIONS AND PROCUREMENT

**SCHEDULE 6
(AFS 5000-5999)**

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		per contractual requirements. 2. Copies of items in 1. above.	DESTROY WHEN 6 MONTHS OLD. <DA: N1-255-94-2>
5300	31	INSPECTION AND PROOF REPORT(S) A. Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components. 1. Paper. Recordkeeping copy. 2. Electronic media (magnetic tapes, OD, CD ROM.) 3. Photographs. 4. Electronic copies generated on office automation applications such as e-mail and word processing applications. B. Copies of contracts, purchase orders, and related papers pertaining to Government Source Inspection requirements and Procurement Surveillance findings. C. Copies of construction contracts and purchase orders relating to non-significant files, including drawings and quality requirements/inspections. NOTE: The records identified in this item are not necessary for final payment or closure of the contract file. D. Copies of incidental documents-in-task files such as shop notes and inspection request, etc. relating to Inspection and Proof Reports not covered in A, B, and C above.	DESTROY 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT. <DA: N1-255-99-2> (N 20-6) DESTROY/RECYCLE 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT. <DA: N1-255-99-2> DESTROY 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT. <DA: N1255-99-2> DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-99-2> DISPOSE OF IN ACCORDANCE WITH ITEM 1 OF THIS SCHEDULE. <DA: N1-255-94-2> DESTROY WHEN 4 YEARS OLD. <DA: N1-255-94-2> DESTROY OR DELETE WHEN NO LONGER NEEDED OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER. <DA: N1-255-99-2>
5310	32	MANUFACTURING CONTROL FILES Work orders, job orders, turn-in slips, estimate sheets, production reports and other papers relating to the scheduling, dispatch, follow up, and control of items to be manufactured.	DESTROY 3 YEARS AFTER COMPLETION OF RELATED WORK. <DA: N1-255-94-2> (N 20-8)
5310	33	TECHNICAL FILES Technical records/files on R&QA contracts issued by office.	RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 4 YEARS OLD. <DA: N1-255-94-2> (N 20-4)
5320	34	PARTS PROGRAM MANAGEMENT FILES Parts program management, including Red Flag Reports, discrete and microelectronics parts, and parts data systems.	RETIRE TO FRC 1 YEAR AFTER COMPLETION OF PROJECT. DESTROY WHEN 4 YEARS OLD. <DA: N1-255-94-2> (N 20-3)

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INDUSTRY RELATIONS AND PROCUREMENT

**SCHEDULE 5
(AFS 5000-5999)**

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5330	35	MANUFACTURING QUALITY CONTROL FILES Documents maintained for detection, prevention, and control of manufacturing defects. A. <u>INSPECTION AND RESOLUTION RECORDS</u> 1. Documents such as in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers. 2. Documents related to third-party audits and certification of manufactured components. 3. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records.	DESTROY 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT. <DA: N1-255-94-2> (N 20-5) DESTROY 3 YEARS AFTER CERTIFICATION DATE. <DA: N1-255-00-5> DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-5>
5500	36	WAIVERS - PATENTS Case files on petitions for waiver of patents, and all related documentation and papers.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 25 YEARS OLD. <DA: N1-255-94-2> (N 13-19)
5800	38	FACILITIES GRANTS A. <u>DRAWINGS AND SPECIFICATIONS (Routine)</u> 1. Headquarters 2. Centers and all other offices/copies. B. <u>PRELIMINARY/PRESENTATION DRAWINGS AND MODELS</u> 1. Records that relate to the mission of the Agency. (a) Drawings. (b) Architectural models. 2. Non-significant records for temporary structures and buildings or of buildings not critical to the mission of the Agency. (a) Drawings	RETIRE TO FRC 1 YEAR AFTER FINAL PAYMENT. DESTROY 10 YEARS AFTER FINAL PAYMENT. <DA: N1-255-94-2> (N 17-38) DESTROY WHEN NO LONGER NEEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2> DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-2> DISPOSE OF WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES. DONATION/OFFER MAY BE MADE TO THE DIRECTOR, SMITHSONIAN OR THE AIR & SPACE MUSEUMS AS APPROPRIATE. <DA: N1-255-94-2>

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INDUSTRY RELATIONS AND PROCUREMENT

**SCHEDULE 5
(AFS 5000-5999)**

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		Records include drawings of the structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations. Drawings of electrical, plumbing, heating, or air conditioning systems are also included in this item.	DESTROY WHEN SUPERSEDED OR AFTER THE STRUCTURE OR OBJECT HAS BEEN RETIRED FROM SERVICE. [GRS 17-3 and GRS 17-4]
		(b) Architectural models prepared for illustrative or presentation purposes.	DESTROY WHEN THE FINAL WORKING/AS-BUILT DRAWINGS HAVE BEEN PRODUCED. [GRS 17-3]
5900	39	ITEM PRICING FILES Documents used in determining standard prices for use in obtaining improved pricing on purchases and accounting for the sale and issue of items.	DESTROY WHEN SUPERSEDED, OBSOLETE, NO LONGER NEEDED FOR REFERENCE, OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-89-2> (N 17-34)

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TRANSPORTATION RECORDS

**SCHEDULE 6
(AFS 6000-6999)**

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CHAPTER 6. NRRS 6

TRANSPORTATION

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION <Authority></u>
6051	1	PREPAID BILLS OF LADING A. <u>INBOUND SHIPMENTS</u> Documents relating to inbound shipments where freight charges are prepaid by the shipper. Included are receiving documents, commercial bills of lading, freight bills, transit privilege bills of lading cross-reference sheets, similar documents, and related correspondence. B. <u>OUTBOUND SALVAGE</u> Documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment.	DESTROY WHEN 2 YEARS OLD <DA: N1-255-89-4> (N 22-8) DESTROY WHEN 1 YEAR OLD. <DA: N1-255-89-4> (N 22-7)
		C. <u>ALL OTHER COPIES</u>	DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 2 YEARS OLD WHICHEVER IS SOONER. <DA: N1-255-89-4>
	2	E. Obligation copy of commercial passenger transportation vouchers. F. Unused ticket redemption forms, such as SP-1170 G. All other offices/copies.	DESTROY WHEN FUNDS ARE OBLIGATED [GRS 9-1d] DESTROY 3 YEARS AFTER THE YEAR IN WHICH THE TRANSACTIONS COMPLETED. [GRS 9-1e] DESTROY WHEN 1 YEAR OLD <DA: N1-255-89-4>
6110	3	CARRIER RATE TENDER FILES Documents relating to solicited or unsolicited tenders or reduced rates and/or tariffs submitted by commercial carriers for the transportation of freight.	DESTROY 1 YEAR AFTER RATES OR TARIFFS BECOME SUPERSEDED OR RESCINDED <DA: N1-255-89-4> (N 22-10)
6120	4	FREIGHT RATE NEGOTIATION FILES Documents relating to negotiations with carriers or carrier's associations on transportation rates, freight classifications, and similar matters.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR WHEN NO LONGER REQUIRED FOR CURRENT OPERATIONS OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-89-4> (N 22-11)
6200	5	TRAFFIC MANAGEMENT FEASIBILITY STUDIES	

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TRANSPORTATION RECORDS

**SCHEDULE 6
(AFS 6000-6999)**

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		Reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.	DESTROY WHEN STUDY BECOMES OBSOLETE, SUPERSEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: NI-255-89-4>
6330	7	SHIPMENT OF HAZARDOUS/RADIOACTIVE MATERIALS Shipping forms and all related records concerning the shipment of hazardous/toxic wastes and radioactive materials.	RETIRE RECORDS TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 13 YEARS OLD. <DA: NI-255-89-4> (N 21-10)
6330	8	MOTOR CARRIERS' EXPLOSIVE OPERATING AUTHORITY Correspondence and related documents with commercial carriers concerning their facilities and procedures for transporting explosives and other dangerous articles.	DESTROY 2 YEARS AFTER AUTHORITY IS SUPERSEDED OR RESCINDED. <DA: NI-255-89-4> (N 22-12)
6340	9	SIZE AND WEIGHT LIMITS-HIGHWAY Documents relating to individual state requirements regarding size and weight of vehicles permitted to travel state highways.	DESTROY 1 YEAR AFTER REQUIREMENTS ARE SUPERSEDED OR RESCINDED. <DA: NI-255-89-4> (N 22-13)
6620	10	HIGHWAY MOVEMENT PERMITS Documents relating to permits obtained from pertinent state and local authorities for vehicular movements exceeding legal weight or dimension limitation, movement of hazardous waste/radioactive materials, or other legal requirements. Included are permits; documents reflecting such data as type of equipment, gross weight, axle or truck loads, height, width, and length; origin and destination of movement; nature of cargo; similar documents and related correspondence.	DESTROY 3 YEARS AFTER COMPLETION OF MOVE * ALSO SEE ITEMS 7, 8, AND 9 OF THIS SCHEDULE. <DA: NI-255-89-4> (N 22-15)
6700	11	MOTOR VEHICLE RECORDS - OPERATION AND MANAGEMENT	
		A. CORRESPONDENCE Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	DESTROY WHEN 2 YEARS OLD [GRS 10-4]
		B. PARKING PERMIT CONTROL FILES Documents relating to the administration and allotment of parking spaces and used to control the issuance and withdrawal of permits and record violations by holders of permits.	DESTROY UPON TRANSFER OR SEPARATION OF PERMIT HOLDER OR WHEN PERMIT IS SUPERSEDED OR REVOKED, WHICHEVER IS SOONER. <DA: NI-255-89-4> (N 12-25)
		C. GASOLINE FILES Documents relating to the issuance of gasoline, including issue forms and reports.	DESTROY WHEN 1 YEAR OLD. <DA: NI-255-89-4> (N 4-8)
6710		D. VEHICLE REPORT FILES	

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TRANSPORTATION RECORDS

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(AFS 6000-6999)**

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	11	1. Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data, and SF 82-D, Agency Report of Injury Data. 2. Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Motor Vehicle Accident, SF 91A, Investigation Report of Motor Vehicle Accident, and SF 94, Statement of Witness.	DESTROY 3 YEARS AFTER DATE ON REPORT. [GRS 10-4] DESTROY 6 YEARS AFTER CASE IS CLOSED. [GRS 10-5]
6720		E. VEHICLE RELEASE/REGISTRATION & DRIVER RECORDS 1. Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97A, Agency Record Copy of U.S. Government Certificate of Release of Motor Vehicle. 2. Documents used for the registration of privately-owned vehicles and information on individual drivers.	DESTROY 3 YEARS AFTER VEHICLE LEAVES AGENCY CUSTODY. [GRS 10-6] DESTROY 1 YEAR AFTER EXPIRATION OR REVOCATION. <DA: NI-255-89-4> (N 12-26)
6730		F. OPERATOR RECORDS Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	DESTROY 3 YEARS AFTER SEPARATION OF EMPLOYEE(S) OR 3 YEARS AFTER REVISION OF AUTHORIZATION TO OPERATE GOVERNMENT-OWNED VEHICLE, WHICHEVER IS SOONER. [GRS 10-7]
6740		G. TRIP TICKETS Trip ticket files, includes daily trip tickets.	DESTROY WHEN 1 YEAR OLD <DA: NI-255-89-4> (N 14-7)
		H. DAILY UTILIZATION RECORDS Documents completed by dispatcher and operator to provide information relative to the daily use of vehicle(s).	DESTROY AFTER REQUIRED TRANSFER OF INFORMATION TO OTHER RECORDS, UNLESS REQUIRED FOR ACCIDENT INVESTIGATION (SEE ITEM 11D(2)) OR TAX PURPOSES, OTHERWISE, DESTROY WHEN 3 YEARS OLD WHICHEVER IS SOONER. <DA: NI-255-89-4> (N 14-10)
		I. OPERATION AND MAINTENANCE FILES 1. Operating records including those relating to gas and oil consumption, dispatching, and scheduling. 2. Maintenance records, including those relating to service and repair.	DESTROY WHEN 3 MONTHS OLD. [GRS 10-2a] DESTROY WHEN 1 YEAR OLD. [GRS 10-2b]
		I. CAR SEAL BOOK FILES Books containing accountable office records of the receipt and disposition of car seals and maintained to facilitate monthly inspection as to whether the seals were properly expended.	DESTROY 1 YEAR AFTER DATE OF LAST ENTRY. <DA: NI-255-89-4> (N 22-6)

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TRANSPORTATION RECORDS

**SCHEDULE 6
(AFS 6000-6999)**

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		<p>M. LEASED VEHICLES</p> <p>Case files on vehicles leased from GSA, including agency's copy of GSA Form 1152, statements regarding service to vehicle by other than GSA, service and inspection work orders, and motor vehicle use records.</p> <p>1. GSA Form 1152</p>	<p>DESTROY 4 YEARS AFTER VEHICLE IS RETURNED TO GSA <DA: N1-255-89-4> (N 14-6a)</p>
11		<p>2. All other records related to leased vehicles.</p> <p>N. ALL OTHER OFFICES/RECORDS</p> <p>Records maintained by office other than the office of primary responsibility for operation, management, and control over agency vehicles and motor vehicle records.</p>	<p>DESTROY 1 YEAR AFTER COMPLETION OF ACTION. <DA: N1-255-89-4> (N 14-6b)</p> <p>DESTROY WHEN NO LONGER NEEDED, OR WHEN 1 YEAR OLD WHICHEVER IS SOONER. <DA: N1-255-89-4></p>

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PROGRAM FORMULATION RECORDS

**SCHEDULE 7
(AFS 7000-7999)**

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CHAPTER 7. NRRS 7

PROGRAM FORMULATION RECORDS

7100	7	<p>EARTH OBSERVATIONS COMMERCIAL APPLICATIONS PROGRAM (EOCAP) (SSC ONLY)</p> <p>Stennis Space Center (SSC) manages, on behalf of NASA Office of Commercial Programs, an applications program, EOCAP, designed to develop commercial interest for NASA-developed Remote sensing technology. Proposals are received at NASA Headquarters as a part of a NASA Research Announcement (NRA). Selected proposals (projects) are transferred to SSC for general program management. Proposal files consist of the proposal (as received), funding documentation, deliverables, and schedules. Files are kept in the following format/organization:</p> <p>A. EOCAP I PROPOSALS</p> <p>1. Selected proposals, scores, evaluations, recommendations, and funding information.</p> <p>2. Proposals not selected.</p>	<p>FUNDED PROPOSAL FILES WILL BE INCORPORATED INTO EOCAP I CONTRACT FILES. <N1-255-94-3></p> <p>DESTROY WHEN 1 YEAR OLD. <N1-255-94-3></p>
	7	<p>B. EOCAP I CONTRACTS</p> <p>Records include materials generated during proposal selection, Item A.</p> <p>C. EOCAP I REPORTS</p> <p>Records consist of both quarterly and annual reports.</p> <p>D. EOCAP I ADMINISTRATION/REVIEWS</p> <p>Records consist of administrative correspondence and communications; including program reviews and other related activities.</p> <p>E. EOCAP II RECORDS</p> <p>EOCAP II records follow the same procedures and disposition instructions as EOCAP I <u>except</u> for EOCAP II proposals that are incorporated into the contract file for follow-on work to EOCAP I contracts, unless they are a separate contract.</p>	<p>DESTROY CONTRACT FILE 3 YEARS AFTER COMPLETION OF PHASE I (THIS INCLUDES RECORDS INCORPORATED FROM A. ABOVE.) <N1-255-94-3></p> <p>DESTROY REPORTS 3 YEARS AFTER COMPLETION OF PHASE I <N1-255-94-3></p> <p>DESTROY 3 YEARS AFTER COMPLETION OF PHASE I <N1-255-94-3></p> <p>SEE ABOVE ITEMS FOR DISPOSITION INSTRUCTIONS; PHASES CHANGE TO REFLECT NEW PROGRAM, I.E. DESTROY CONTRACTS 3 YEARS AFTER COMPLETION OF PHASE II <N1-255-94-3></p>
7400	19	<p>FINANCIAL REPORTS - CONTRACTS AND GRANTS</p> <p>Consolidated Agencywide reports of financial and statistical data covering NASA contracts and grants.</p> <p>A. HEADQUARTERS: OPR Copy</p> <p>1. June issue:</p>	<p>RETIRE TO FRC 1 YEAR AFTER THE</p>

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PROGRAM FORMULATION RECORDS

**SCHEDULE 7
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		2. All other issues:	CLOSE OF THE FISCAL YEAR TO WHICH THEY PERTAIN. DESTROY 10 YEARS AFTER FISCAL YEAR TO WHICH THEY PERTAIN. <N1-255-94-2> (N 7-9)
		B. <u>ALL OTHER COPIES/OFFICES.</u>	DESTROY 2 YEARS AFTER THE FISCAL YEAR TO WHICH THEY PERTAIN. <N1-255-94-3>
7400	20	ALLOTMENT OF FUNDS (504e) Allotment of funds and memoranda concerning decisions on funding levels and changes.	DESTROY AS SOON AS ACTIVE REFERENCE VALUE CEASES OR WHEN 2 YEARS OLD WHICHEVER IS SOONER. <N1-255-94-3>
	20	A. <u>HEADQUARTERS</u>	* PERMANENT * RETIRE TO FRC WHEN 3 YEARS OLD FOR ANNUAL ACCOUNTS AND 5 YEARS FOR NO YEAR APPROPRIATIONS. TRANSFER TO NARA WHEN 10 YEARS OLD. <N1-255-94-3> (N 7-3)
		B. <u>CENTER</u>	DESTROY ANNUAL ACCOUNTS WHEN 3 YEARS OLD AND NO YEAR ACCOUNTS WHEN 5 YEARS OLD. <N1-255-94-3>
7400	21	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	DESTROY WHEN 2 YEARS OLD. (GRS 5-1) (N 7-5)
		A. Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule. Excluding files relating to Agency policy and procedure maintained in formally organized budget offices.	DESTROY WHEN 2 YEARS OLD. (GRS 5-1) (N 7-5)
		B. Recurring reports of scientific research and development activities.	RETIRE 1 COPY OF EACH REPORT TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 8 YEARS OLD. <N1-255-94-3>
		1. Headquarters.	DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD, WHICHEVER IS SOONER. <N1-255-94-3>
		2. All other copies/offices.	* PERMANENT * RETIRE 1 COPY OF EACH REPORT TO FRC WHEN STUDY BECOMES INACTIVE. TRANSFER TO NARA WHEN 15 YEARS OLD. <N1-255-94-3>
		C. Special Studies.	
		1. Headquarters.	

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PROGRAM FORMULATION RECORDS

**SCHEDULE 7
(AFS 7000-7999)**

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		2. All other copies/offices.	DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD WHICHEVER IS SOONER. <N1-255-94-3>
7830	24	RESOURCES AUTHORITY WARRANTS (506e) Agency authorizations to utilize a stated amount of resources available to program and administrative offices (funds and/or personnel complement) for the execution of approved NASA Projects and activities (includes 506e original and sub-authorities).	
		A. <u>HEADQUARTERS (OPR)</u>	
		1. FISCAL YEAR ACCOUNTS (Recordkeeping Copy)	CLOSE THE ACCOUNT AT THE END OF THE FIFTH FISCAL YEAR AFTER THE PERIOD OF AVAILABILITY FOR OBLIGATION ENDS. RECORDS MAY BE RETIRED TO AN FRC OR APPROVED STORAGE FACILITY ONE YEAR AFTER ACCOUNT CLOSES. DESTROY 5 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. <N1-255-96-3> (N 7-5)
		2. NO YEAR ACCOUNTS (Recordkeeping Copy)	RECORDS MAY BE RETIRED TO AN FRC OR APPROVED STORAGE FACILITY ONE YEAR AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. DESTROY RECORDS 5 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. <N1-255-96-3>
		NOTE: Close Account if (1) the Head of the Agency or the President determines that the purposes for which the appropriation was made have been carried out; and (2) no disbursement has been made against the appropriation for 2 consecutive fiscal years.	
		3. Electronic copies created on electronic mail and word processing systems.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED. <N1-255-96-3>
		B. <u>CENTERS (OPR)</u>	
		1. FISCAL YEAR ACCOUNTS (Recordkeeping Copy)	CLOSE THE ACCOUNT AT THE END OF THE FIFTH FISCAL YEAR AFTER THE PERIOD OF AVAILABILITY FOR OBLIGATION ENDS. RECORDS MAY BE RETIRED TO AN FRC OR APPROVED STORAGE FACILITY ONE YEAR AFTER ACCOUNT CLOSES. DESTROY 3 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. <N1-255-96-3>
		2. NO YEAR ACCOUNTS (Recordkeeping Copy)	RECORDS MAY BE RETIRED TO AN FRC OR APPROVED STORAGE FACILITY ONE YEAR AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. DESTROY RECORDS 3 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. <N1-255-96-3>
		NOTE: Close Account if (1) the Head of the Agency or the President determines that the purposes for which the appropriation was made have been carried out; and (2) no disbursement has been made against the appropriation for 2 consecutive fiscal years.	
	24		WHICH ACCOUNT(S) IS CLOSED. <N1-255-96-3>
		3. Electronic copies created on electronic mail and word processing systems.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED. <N1-255-96-3>
		C. <u>ALL OTHER OFFICES/COPIES.</u>	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN

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PROGRAM FORMULATION RECORDS

**SCHEDULE 7
(AFS 7000-7999)**

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			1 YEAR OLD, WHICHEVER IS LATER NOT AUTHORIZED FOR TRANSFER TO AN FRC. <N1-255-96-3>
7900	25	AIRCRAFT FILES A. AIRBORNE DATA ACQUISITION These are files that are maintained at the Aircraft Management Office, Headquarters and at Centers. Typically files include information with respect to aircraft operations, cost, scheduling and tasking, usually relating to remote sensing research. NOTE: These files DO NOT include maintenance records that are maintained under a separate contract. 1. General correspondence. 2. Financial reports. 3. Flight schedules. 4. Job orders. B. MAINTENANCE RECORDS (CURRENT/HISTORICAL) Records in this series include maintenance records for various aircraft located at NASA facilities. These records also may include some blueprints and sketches of parts used on the various aircraft that are in the inventory.	DESTROY WHEN 5 YEARS OLD. <N1-255-94-3> DESTROY 2 YEARS AFTER THE FISCAL YEAR OF THE REPORT. <N1-255-94-3> DESTROY 1 YEAR AFTER THE FLIGHT SEASON. <N1-255-94-3> DESTROY 2 YEARS AFTER EXPIRATION. <N1-255-94-3> RETIRE RECORDS TO ON-SITE STORAGE FOR 1 YEAR AFTER CLOSE OF FILE OR WHEN NO LONGER NEEDED. RECORDS WILL BE KEPT ON-SITE AS LONG AS AIRCRAFT IS IN AGENCY INVENTORY. IF AIRCRAFT IS TRANSFERRED TO ANOTHER AGENCY, TRANSFER RECORDS WITH AIRCRAFT. IF AIRCRAFT IS OTHERWISE DISPOSED OF OR DESTROYED, RECORDS WILL EITHER BE DESTROYED AT THAT TIME, WHEN NO LONGER NEEDED, OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER. <N1-255-94-3>
	25	C. PLATFORM AIRCRAFT - OPERATIONAL (ARC ONLY) 1. Transferred Aircraft Records (hard copies and electronic copies). 2. Aircraft no longer in inventory (non-current/inactive) (hard copies and electronic copies).	TRANSFER ASSOCIATED RECORDS WITH THE AIRCRAFT WHEN IT LEAVES AGENCY INVENTORY. THIS INCLUDES TRANSFER OR DONATION TO A MUSEUM OR OTHER SUCH INSTITUTION. <N1-255-94-3> DESTROY RECORDS ASSOCIATED WITH THE SPECIFIC AIRCRAFT WHEN IT IS DESTROYED, DISMANTLED, OR CANNIBALIZED AND NO LONGER ON THE AGENCY INVENTORY, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <N1-255-94-3>

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PROGRAM FORMULATION RECORDS

**SCHEDULE 7
(AFS 7000-7999)**

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		3. Current/active aircraft maintained in agency inventory. OFR: Code OMM, Medium Altitude Missions Office within the Sciences and Applications Aircraft Division.	RETAIN ORIGINAL ON-SITE AT ARC WITH AIRCRAFT. EITHER TRANSFER RECORDS WITH ASSOCIATED PLANE OR DESTROY WHEN PLANE IS NO LONGER MAINTAINED IN THE INVENTORY, AS APPROPRIATE. (SEE ITEM B. ABOVE). <N1-255-94-3>
		4. CAD System	RECORDS MAY BE DELETED WHEN 5 YEARS OLD OR WHEN AIRCRAFT LEAVES THE AGENCY INVENTORY, WHICHEVER IS SOONER. <N1-255-94-3>
		5. All other offices/copies.	DESTROY WHEN OBSOLETE, OR WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <N1-255-94-3>
		D. CONFIGURATION MANAGEMENT FILES - VARIOUS AIRCRAFT Records in this series include documentation of inactive aircraft that are maintained by the Aircraft documentation office. These files may include, but are not limited to, Status Reports, Configuration Change Requests, System Test Reports and Discrepancy Reports.	RETIRE RECORDS TO ON-SITE STORAGE FOR 1 YEAR. DESTROY WHEN OBSOLETE OR WHEN NO LONGER NEEDED FOR REFERENCE. <N1-255-94-3>

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PROGRAM MANAGEMENT RECORDS

**SCHEDULE 8
(AFS 8000-8999)**

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CHAPTER 8. NRRS 8

PROGRAM MANAGEMENT RECORDS

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
8000	1	DEFENSE INDUSTRIAL PLANT EQUIPMENT CENTER (DIPEC) LOAN Listings of tools or test equipment on loan from DIPEC to NASA contractor or NASA Center.	DESTROY 1 YEAR AFTER COMPLETION OF LOAN. <NI-255-94-3> (N17-47)
8000	7	R&D APOLLO DOCUMENTATION ADMINISTRATION FILES A. APOLLO DOCUMENTATION SYSTEM A listing of documentation covering the Apollo Documentation System consisting of: (1) Center Apollo Document Index, Appendix "A"; record copies of 3 documents (2) Center Apollo Document Index, Numerical Listing by Level Category, Control Number; (3) Center Apollo Document Index Alphabetical Listing. The system will provide for continual management review to eliminate duplicate or nonessential requirements and reduce cost related thereto. Included are supporting papers reflecting changes to basic documents. 1. Paper Records. 2. Microfilm Records (Includes silver original and diazo copy.) 3. All other offices, paper or microfilm copies. B. CONSTRUCTION OF FACILITIES & R&D/GROUND SUPPORT EQUIPMENT (GSE) Documentation relating to Apollo and projects initiated by the Apollo program (R&D/GSE and C of F) which includes drawings, specifications, technical manuals, electronic/ computer media, photos, test reports, Operations & Maintenance (O&M) documentation, construction files, and, Information for Bids (IFB). 1. Office of Primary Responsibility.	THIS IS A CLOSED SERIES (N 24-8) DESTROY AFTER VERIFICATION / CERTIFICATION OF MICROFILM, OR 1 YEAR AFTER CERTIFICATION OR NO LONGER NEEDED FOR USE. <DA: NI-255-94-3> * PERMANENT * TRANSFER TO NARA WHEN 30 YEARS OLD. <DA: NI-255-94-3> DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. <DA: NI-255-94-3>

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PROGRAM MANAGEMENT RECORDS

**SCHEDULE 8
(AFS 8000-8999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		(a) Paper Records.	DESTROY AFTER VERIFICATION / CERTIFICATION OF MICROFILM, OR 1 YEAR AFTER CERTIFICATION OR NO LONGER NEEDED FOR USE. <DA: NI-255-94-3>
		(b) Microfilm Records (Includes silver original and diazo copy) 2. All other offices, paper or microfilm copies.	* PERMANENT * RETAIN ON-SITE. RETIRE TO FRC WHEN 20 YEARS OLD AND TRANSFER TO NARA WHEN 30 YEARS OLD. <DA: NI-255-94-3> DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER <DA: NI-255-94-3>
8650	32	AIRCRAFT CREW MEMBERS QUALIFICATIONS AND PERFORMANCE RECORDS - NASA 10 ACMQ	
	32	PASR Records in this system are of crew members of NASA aircraft which consist of (1) records of qualifications, experience, and currency, e.g., flight hours (day, night, and instrument), types of approaches and landings, crew positions, type aircraft, flight check ratings and related examination results, training performed and medical records; (2) flight itineraries and passenger manifests; and (3) biographical information.	RETAIN RECORDS IN AGENCY SPACE. DESTROY 5 YEARS AFTER CREW MEMBER SEPARATES FROM AGENCY. <DA: NI-255-94-3>
8650	33	KENNEDY SPACE CENTER (KSC) SHUTTLE TRAINING CERTIFICATION SYSTEM (YC 04) - NASA 76 STCS PASR Records contained in this system are of KSC Civil Service, KSC contractor, and DOD personnel who have received systems, skills, or safety training in support of KSC or Space Shuttle Operations. Records consist of training attendance and certifications, including certifications of physical ability to perform hazardous tasks.	OUTDATED RECORDS ARE DESTROYED. CURRENT RECORDS ARE MAINTAINED UNTIL 3 YEARS AFTER TRAINEE IS SEPARATED FROM NASA. <DA: NI-255-94-3>
8700	36.5	SAFETY AND MISSION ASSURANCE A. SAFETY, RELIABILITY & QUALITY ASSURANCE (JSC ONLY) Records relating to risk, safety assessments, and certification for flight hardware (i.e., GPS, Payloads, EVA Hardware/Equipment, etc.). Cutoff date is end of calendar year. B. PROBLEM REPORTING AND CORRECTIVE ACTION (PRACA) REPORTS (JSC ONLY) Records consist of problems reported on hardware associated with flight and flight support equipment (i.e. Government Furnished Equipment, flight equipment, etc.). Cutoff date is end of calendar year. C. QUALITY ASSURANCE SURVEILLANCE RECORDS	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 OR 8/103. <NI-255-04-3> ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/107. <NI-255-04-3>

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PROGRAM MANAGEMENT RECORDS

**SCHEDULE 8
(AFS 8000-8998)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		1. Documents related to quality assurance audits, special studies, status reports, etc. including related correspondence and original forms which document the quality assurance daily work effort. Cutoff date is date of document. 2. Documents related to Quality assurance inspection stamps, including stamp audits, and stamp issuance records for NASA and support contractor inspections and designated verification. (a) Stamp audit documents. (b) Stamp issuance documents. (1) NASA Civil Service and designated verification personnel. Cutoff date is date of document.	HANDLE AS PERMANENT. RETENTION UNDER DISCUSSION WITH NARA. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-01-1> KEEP FOR AT LEAST 3 YEARS, THEN DESTROY 1 YEAR AFTER EXPIRATION OF STAMP SERIES OR LOT. <DA: N1-255-01-1>
	36.5	(2) NASA Support Contractor personnel. Cutoff date is date of document.	KEEP FOR AT LEAST 3 YEARS, THEN DESTROY UPON CHANGE OF CONTRACT. <DA: N1-255-01-1>
		3. Electronic Copies Records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records.	DESTROY/DELETE AFTER THE RECORD/KEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-01-1>
See AFS 8715, Item 8/40.5	37	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) CITATION FILES	
	38	RADIOACTIVE MATERIALS INSPECTION AND TEST FILES Documents relating to the inspection of materials, premises, and facilities where radioactive, hazardous, and toxic materials are used or stored and documents pertaining to tests made of such premises, facilities, and radiation detecting or monitoring devices. A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u> B. <u>ALL OTHER OFFICES/COPIES</u>	RETIRE TO FRC WHEN 6 YEARS OLD. DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-3> (N 21-12) DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-3>
8700	39	RADIATION MONITORING AND DISPOSAL FILES Records maintained to conform with Nuclear Regulatory Commission (NRC)/Department of Energy (DOE) regulations regarding radiation monitoring and disposal. NOTE: Also see Schedule 1, AFS 1860. This AFS deals specifically with Radiological Health Records. [See Item 130, Schedule 1]	DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-3> (N 21-13)
8700	40	RADIOACTIVE MATERIALS LICENSE FILES	

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PROGRAM MANAGEMENT RECORDS

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(AFS 8000-8998)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		Documents relating to requests for issuance of, and compliance with, licenses for by-product, source, and special nuclear materials. Included are applications for license, approval documents, licenses, requests for, and approval of disapproval of, deviations, documents relating to changes in personnel authorized to receive and handle such materials, and related papers.	DESTROY 10 YEARS AFTER EXPIRATION OR RENEWAL OF THE LICENSE, PROVIDED ALL MATERIAL PROCURED HAS BEEN DISPOSED OF. <DA: N1-255-94-3> (N 21-11)
8715 Formerly AFS 8720, Item 8/37 in NPR 1441.1C	40.5	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) CITATION FILES Files consist of original letters of Citation & Notification of Penalty from the U.S. Department of Labor; Results of investigations; Modification Abatement Plan Requests; and Final Abatement Plan Documentation.	RETIRE TO FRC 5 YEARS AFTER DATE OF ABATEMENT/RESOLUTION. DESTROY 10 YEARS AFTER DATE OF ABATEMENT/RESOLUTION. <DA: N1-255-94-3>
8800	42	ASBESTOS RECORDS The work plan which includes drawings, qualifications of personnel, and abatement procedures; notification of the work to be done to the regulatory agency; analytical reports from the laboratory verifying the levels of asbestos exposure; and, the final report by the abatement contractor to NASA.	RETAIN ON SITE FOR 30 YEARS THEN RETIRE TO FRC. DESTROY WHEN 55 YEARS OLD. <DA: N1-255-94-3>
8800	43	ENVIRONMENTAL RECORDS	
	43	Reports concerning the prevention, control, and abatement of air and water pollution at NASA facilities. This record series covers in generic terms miscellaneous records not covered under a specific item in this series. A. <u>ENVIRONMENTAL REPORTS - MISCELLANEOUS</u> Installation report to NASA Headquarters, and reports as compiled by Headquarters from the installation submissions. 1. Reporting Installation. 2. Headquarters. B. <u>RESOURCE CONSERVATION AND RECOVERY ACT RECORDS (RCRA)</u> Records include correspondence concerning hazardous waste activities including Notices of Hazardous Waste activities; hazardous waste generators report(s); inspections, notices of violations and corrective actions, and treatment; storage and	RETAIN ON SITE FOR 5 YEARS AND THEN DESTROY UNLESS THERE IS AN EARLIER DESTRUCTION AUTHORIZED EITHER IN THIS HANDBOOK BY SPECIFIC RECORD SERIES; CITATION IN THE CODE OF FEDERAL REGULATION (CFR); OR SOME OTHER APPROPRIATE REGULATORY AUTHORITY OR SPECIFIC STATE AGENCY GOVERNING SUCH RECORDS. <DA: N1-255-94-3> (N 18-13) TRANSFER TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-3>

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PROGRAM MANAGEMENT RECORDS

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
	43	<p>disposal facility audits; toxic chemical source reduction; recycling and solid waste management; used oil management and recycling; and, general correspondence about such activities.</p> <p>1. Notices of Hazardous Waste Activity</p> <p>2. Hazardous Waste Generators Report and Manifests.</p> <p>C. TOXIC SUBSTANCE CONTROL ACT RECORDS (TSCA)</p> <p>Records include correspondence concerning polychlorinated biphenyls (PCB) and asbestos including records of PCBs in service; spills and clean-up records; PCB transformer inspections and PCB annual documents; notifications of asbestos removal; inspections; notices of violation and corrective actions; treatment, storage, and disposal facility audits; and, general correspondence about PCB and asbestos activities.</p> <p>1. Records of PCBs in service (Report to EPA).</p> <p>2. PCB spills and cleanup records.</p> <p>3. PCB transformer inspections.</p> <p>4. PCB Annual Document.</p> <p>D. CLEAN WATER ACT</p> <p>Records include correspondence concerning all water resource activities including monthly discharge monitoring reports; local monitoring reports; permit applications, underground storage tanks; wells; wetlands; inspections; notices of violation and corrective actions; and, general correspondence about water and wetland resources.</p> <p>1. Monthly discharge monitoring reports (LaRC ONLY). Underground storage tanks.</p>	<p>DESTROY WHEN NOTICE HAS BEEN REVISED OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. [AUTHORITY: 40 CFR] <DA: N1-255-94-3></p> <p>DESTROY WHEN 3 YEARS OLD. [AUTHORITY: 40 CFR] <DA: N1-255-94-3></p> <p>DESTROY WHEN 3 YEARS OLD. [AUTHORITY: 40 CFR] <DA: N1-255-94-3></p> <p>DESTROY 3 YEARS AFTER DISPOSAL OF RELATED TRANSFORMER. [AUTHORITY: 40 CFR/761.30] <DA: N1-255-94-3></p> <p>DESTROY 5 YEARS AFTER STOPPING USE OR STORING OF PCBs. [AUTHORITY: 40 CFR/761.180] <DA: N1-255-94-3></p> <p>DESTROY RECORDS WHEN 3 YEARS OLD, EXCEPT CLOSURE</p>

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PROGRAM MANAGEMENT RECORDS

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	43	<p>Records consist of notifications of, release reports, corrective actions, and closure notifications.</p> <p>2. Monthly discharge monitoring reports (LaRC ONLY).</p> <p>3. Hampton Roads Sanitation District (HRSD) Self-Monitoring Reports (LaRC ONLY).</p> <p>4. Toxic management program records.</p> <p>5. Permits from any U. S. State Pollution Discharge Elimination System such as the Virginia Pollution Discharge Elimination System (VPDES) and HRSD.</p> <p>E. CLEAN AIR ACT (LaRC ONLY)</p> <p>Records include correspondence concerning all air pollution activities including air source registrations and permits; "non-criteria" pollutants; inspections; notices of violation and corrective actions; and, general correspondence about air resources.</p> <p>F. SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT (SARA)</p> <p>Records include correspondence concerning Tier II Reports and Community-Right-to-Know activities; inspections; notices of violation and corrective actions; and, general correspondence about storage of hazardous materials.</p> <p>G. COMPREHENSIVE ENVIRONMENTAL RESPONSE COMPENSATION AND LIABILITY ACT (CERCLA)</p> <p>Records include correspondence concerning contaminated site activities including Preliminary Assessments and Remedial investigations/feasibility studies; clean-up and remediation activities, site closure plans and activities; inspections; notices of violation and corrective actions; and, general correspondence about such activities.</p> <p>H. NATIONAL ENVIRONMENTAL POLICY ACT</p> <p>Records include correspondence concerning Federal environmental assessment issues including environmental assessments, environmental analyses; environmental impact statements; press releases and public comments on impact statements, environmental consideration records; and general correspondence about such activities.</p>	<p>NOTIFICATIONS WHICH ARE DESTROYED 3 YEARS AFTER CLOSURE OF THE RELATED TANK. [AUTHORITY: 40 CFR] <DA: N1-255-94-3></p> <p>DESTROY WHEN 3 YEARS OLD. [AUTHORITY: HAMPTON ROADS SANITATION DISTRICT REGULATIONS AND STATE WATER CONTROL BOARD VIRGINIA] <DA: N1-255-94-3></p> <p>DESTROY WHEN 3 YEARS OLD. [AUTHORITY: HRSD REGS.] <DA: N1-255-94-3></p> <p>DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-3></p> <p>DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-3></p> <p>DESTROY WHEN 2 YEARS OLD. [AUTHORITY: STATE DEPARTMENT OF AIR POLLUTION CONTROL, VIRGINIA] <DA: N1-255-94-3></p> <p>DESTROY WHEN 3 YEARS OLD. [AUTHORITY: 40 CFR] <DA: N1-255-94-3></p> <p>RETIRE WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD. [AUTHORITY: 40 CFR] <DA: N1-255-94-3></p> <p>DESTROY WHEN 5 YEARS OLD. [AUTHORITY: COUNCIL ON ENVIRONMENTAL QUALITY (CEQ)] <DA: N1-255-94-3></p>

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PROGRAM MANAGEMENT RECORDS

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
	43	I. SPECIAL AGREEMENTS Records include correspondence concerning special agreements or actions Federal, State, and local regulatory agencies including Federal Facility Compliance Agreements (FFCA); consent agreements; interagency agreements; notices of non-compliance with such agreements; corrective actions; and, general correspondence about such activities. J. ROUTINE CORRESPONDENCE - ENVIRONMENTAL ENGINEERING (LARC ONLY) Records include routine correspondence with other NASA centers Headquarters, and regulatory agencies such as U.S. Environmental Protection Agency; State Water Control Board; Hampton Roads Sanitation District, Virginia Department of Waste Management; Fish and Wildlife; and, the Virginia Department of Health.	DESTROY 7 YEARS AFTER COMPLETION OF EXISTING FEDERAL FACILITIES COMPLIANCE AGREEMENT WITH EPA APPROVAL [AUTHORITY: FFCA] <DA: N1-255-94-3> DESTROY WHEN 3 YEARS OLD UNLESS OTHERWISE DICTATED OR SPECIFIED BY FEDERAL, STATE, OR LOCAL REGULATORY AGENCY WHICHEVER IS LONGER. <DA: N1-255-94-3>
8800	44	WIND TUNNEL FILES	
	44	A. WIND TUNNEL FACILITY - R&D PROJECT (MSFC ONLY) Records in this series are historical and experimental data from wind tunnel tests run on a 14-inch Trisonic Wind Tunnel and the High Reynolds Number Wind Tunnel. Tests were "force" test data with respect to: (1) 14" data on mock model shuttle and (2) High Reynolds data on solid rocket booster motor. Data is submitted and filed by the associated tunnel used and test number for both facilities. NOTE: This is a CLOSED Series. Dated: 1970-1985 - 56 cu. ft.	RETIRE TO FRC UPON APPROVAL OF THIS SCHEDULE. DESTROY IN THE YEAR 2005. [Supersedes N1-255-92 Chg] <DA: N1-255-94-3>
8810	47	AGENCY SPACE FILES Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.	
		A. Building plan files and related agency records utilized in space planning, assignment, and adjustment.	DESTROY 2 YEARS AFTER TERMINATION OF ASSIGNMENT, OR WHEN LEASE IS CANCELLED, OR WHEN PLANS ARE SUPERSEDED OR [GRS 11-2a] (N 18-3)
		B. Building space utilization report; annual reports of space utilization of all buildings, including numbers of people, areas, and purposes for which used (NASA Form 1400).	DESTROY 2 YEARS AFTER DATE OF SUBMISSION TO HEADQUARTERS. <DA: N1-255-94-3>
		C. Installation or facility records consisting of institutional housing requirements; quarterly real property inventory; and real property summary reports.	DESTROY 2 YEARS AFTER DISPOSAL OF INSTALLATION OR FACILITY. <DA: N1-255-94-3>
		D. Installation real property inventories, trailer reports, and rental of real property reports submitted by program offices and/or installations	RETAIN CURRENT AND PREVIOUS FISCAL YEAR REPORTS. DESTROY ALL OTHERS. <DA: N1-255-94-3>

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
8810	48	REAL PROPERTY FILES A. CONSTRUCTION FILES 1. STUDIES Studies relating to real property together with background papers showing inception, scope, and accomplishments. Intermediate and pre-final, and space plans of Federal structures and engineering projects. Cut off date is date of record. (a) Selected studies that are considered unique in character. (b) Routine studies of temporary nature. (c) Records and files NOT included under Item 44 (Wind Tunnel Files) of this schedule. 2. ACTUAL CONSTRUCTION Construction office files consisting of documents relating to project requests, including approval, establishing funds, schedules of accomplishments, progress, payments, and the finalization, intermediate, and prefinal, final working, "as built," shop, repair and alteration, contract, and standard drawings, project specifications, with associated documents relating to their preparation of Federal structures and engineering projects. NOTE: The sub-items below need to be separated by disposition before transfer to the FRC. (a) Unique buildings/facilities, such as the Vertical Assembly-Building (VAB); Pads A & B; Space Station Facility, etc. (b) Routine office/lab buildings/facilities.	MAY RETIRE TO FRC WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER. DESTROY WHEN 30 YEARS OLD. <DA: N1-255-00-1> (N 18-4) RETAIN FOR 3 YEARS, THEN DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-00-1> MAY RETIRE TO FRC WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-00-1> *PERMANENT* RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. MAY RETIRE TO FRC AFTER 3 YEARS. TRANSFER TO NASA 3 YEARS AFTER COMPLETION OR FINAL PAYMENT. <DA: N1-255-00-1> RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. MAY RETIRE TO FRC AFTER 3 YEARS. DESTROY WITHIN ONE YEAR AFTER DEMOLITION OF STRUCTURE.

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
	48	<p>3. PHOTOS/VIDEO</p> <p>Construction photos taken during the construction process consisting of in-progress, interim, and final shots of a facility AND NOT included in the official numbered installation photo collection.</p> <p>(a) Unique building/facilities (see "actual Construction" above).</p> <p>(b) Routine office/lab buildings/facilities.</p>	<p><DA: N1-255-00-1></p> <p>*PERMANENT* FILE WITH THE ACTUAL CONSTRUCTION CASE FILE. RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. MAY RETIRE TO FRC AFTER 3 YEARS. TRANSFER TO NARA 8 YEARS AFTER COMPLETION OR FINAL PAYMENT. <DA: N1-255-00-1> RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. MAY RETIRE TO FRC AFTER 3 YEARS. DESTROY WITHIN ONE YEAR AFTER DEMOLITION OF STRUCTURE. <DA: N1-255-00-1></p>
		<p>B. INSTALLATION RECORDS - LEASES, DRAWINGS, ETC.</p> <p>1. Records consist of easements, leases, licenses, permits, and agreements which have been terminated or have expired; installation brochures and historical data; appraisal reports; correspondence pertaining to installation; industrial facilities data; and real property disposal documents.</p> <p>2. Drawings, correspondence, reports, and all other documents maintained by installation of primary responsibility relating to design and construction of facilities, including maps, layouts, building plans, water and drainage systems, alterations, additions, betterments, and removals made to property and all other pertinent information.</p> <p>3. NASA Base Operations Contractor Project Control Board Files</p> <p>(a) Approved, disapproved and cancelled Approved Work Order Numbers held by the contractor for NASA. Records in this group include but are not limited to copies of proposed Task Orders and Board Minutes.</p> <p>(b) All other copies of records described in (a) above held in NASA Offices. Cut off date is date of record.</p> <p>4. Work Authorization Packages For New or Modified Facilities Record copy of individual files, controlled by Work Authorization Package (WAP), pertaining to changes in configuration of physical structures, new or modified,</p>	<p>*PERMANENT* MAY RETIRE TO FRC 2 YEARS AFTER DISPOSAL OF INSTALLATION. TRANSFER TO NARA 25 YEARS AFTER DISPOSAL OF INSTALLATION. <DA: N1-255-00-1> (N 18-2)</p> <p>*PERMANENT* MAY RETIRE TO FRC 2 YEARS AFTER DISPOSAL OF PROPERTY. TRANSFER TO NARA 25 YEARS AFTER DISPOSAL OF PROPERTY. <DA: N1-255-00-1> (N 18-12)</p> <p>DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT OF THE CONTRACT. <DA: N1-255-00-1></p> <p>RETAIN FOR 3 YEARS, THEN DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-00-1></p>

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PROGRAM MANAGEMENT RECORDS

**SCHEDULE 8
(AFS 8000-8999)**

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
	48	<p>and unique work activities on assigned facilities, systems and equipment within the contractual cost/scope limits provided to the Base Operations Contract. (Series includes both NASA-held and Contractor-held Government owned records.) Cut off date for file is date of WAP document in file.</p> <p>(a) Approved WAPs.</p> <p>(b) Disapproved and cancelled WAPs.</p> <p>C. REPORTS - REAL PROPERTY</p> <p>Records consisting of the record copies of real property reports to GSA; inventory reports of jurisdictional status of Federal areas within states; report of NASA total facilities; report of NASA industrial facilities; and report of in-house facilities. Cut off date is date of report.</p> <p>D. MASTER PLANS</p> <p>1. Installation files (one copy of each revision should be maintained in the historical files for facilities management).</p> <p>2. NASA Headquarters copy. Cut off date is date of record.</p>	<p>MAY RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-00-1></p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-00-1></p> <p>RETIRE TO FRC WHEN NO LONGER NEEDED FOR REFERENCE. DESTROY WHEN 20 YEARS OLD. [HISTORY OFFICE MAY RETAIN INDEFINITELY FOR REFERENCE.] <DA: N1-255-00-1></p> <p>*PERMANENT* RETIRE TO FRC UPON DISCONTINUANCE OF INSTALLATION OR FACILITY. TRANSFER TO NARA 25 YEARS AFTER DISCONTINUANCE OF INSTALLATION OR FACILITY. <DA: N1-255-00-1></p> <p>RETAIN FOR 3 YEARS, THEN DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-00-1></p>
8814	49	<p>HOUSE APPLICATION FILES</p> <p>A. Applications for, and certificates of eligibility for housing of essential employees, and all related documents.</p> <p>B. Forms requesting agency assistance in housing matters, such as rental or purchase.</p>	<p>DESTROY 5 YEARS AFTER THE ISSUANCE OF EACH CERTIFICATE. <DA: N1-255-94-3> (N 15-31)</p> <p>DESTROY WHEN 1 YEAR OLD [GRS 1-25c]</p>
8814	50 PASR 50	<p>WALLOPS FLIGHT FACILITY BASE HOUSING TENANT RECORDS - NASA 53 BHTR</p> <p>Records in this system consist of housing rental agreements, records of rent receipts and records of dormitory occupants.</p>	<p>DESTROY WHEN 30 YEARS OLD UNLESS AUTHORIZED BY ANOTHER SERIES IDENTIFIED WITHIN THESE SCHEDULES. <DA: N1-255-94-3></p>

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AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
8814	51 PASR	WHITE SANDS TEST FACILITY FEDERAL HOUSING ADMINISTRATION (FHA) 809 HOUSING PROGRAM - NASA 73 FHAP Records in this system consist of WSTF Civil Service and contractor personnel who have applied for FHA 809 housing. Records contain personal data (i.e., name, address, home phone, age, etc.), realtor, mortgage, and employment data.	CERTIFICATES ARE HELD FOR 5 YEARS AFTER ISSUANCE AND THEN DESTROYED. INDEX CARDS ARE RETAINED IN AGENCY SPACE UNTIL 50 YEARS OLD AND THEN DESTROYED. <DA: N1-255-94-3>
8820		Construction of Facilities (C of F)	(see below)
8820	52	SHOP PLANNING AND LAYOUT FILES Documents reflecting the layout, location, and comparable data relative to manufacturing space, machinery, and equipment.	DESTROY WHEN SUPERSEDED OBSOLETE, OR WHEN 10 YEARS OLD WHICHEVER IS LATER. <DA: N1-255-94-3> (N 20-10)
8830	56	REPAIR AND UTILITY FILES A. REPAIR AND UTILITY WORK ORDERS Requests for repairs and orders, including correspondence, drawings, worksheets, standing work orders, and all related materials. 1. Office of primary responsibility. 2. All other offices/copies (EXCLUDING fiscal). B. MAINTENANCE RECORDS 1. Documents showing maintenance performed and required on systems and plants, including Preventive Maintenance Instructions (PMI) and Preventive Maintenance Action Requests (PMAR). (a) Paper. (b) Database. 2. General Facility Records (WSTF ONLY) Records contained in this series consists of maintenance, repair, and documentation on power supply, water, gas, cryogenics, and other related services for the support of the test stand facility. Included are general maintenance records and other bills related to these facilities. C. UTILITY OPERATING LOG Logs showing operations of utilities including temperature, humidity, pressure, and other such readings.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-3> (N 18-16) DESTROY ON COMPLETION OF WORK. <DA: N1-255-94-3> DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-3> (N 18-14) DELETE WHEN NO LONGER NEEDED. <DA: N1-255-94-3> DESTROY RECORDS WHEN 3 YEARS OLD, OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-90-4> DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.

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PROGRAM MANAGEMENT RECORDS

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			<DA: N1-255-94-3> (N 18-15)
8834	56.5	LIFTING EQUIPMENT Records concerning design, inspection and testing, and servicing of lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware attached to lifting equipment). A. DESIGN RECORDS Includes review and approval of configuration changes, certification packages, acceptance inspection, and test records, including the associated nonconformance and corrective actions. B. PERIODIC INSPECTION AND TEST RECORDS Records of required periodic inspection/testing activities, including associated nonconformance and corrective action reports. Cutoff is date of inspection. C. SERVICING RECORDS Records documenting maintenance and adjustment activities performed for lifting equipment. Cutoff date is date of service activity. D. PRE-OPERATION INSPECTION RECORDS Checklists of pre-operation inspections completed by operators prior to daily operation of the equipment. Cutoff date is date of inspection.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL. HANDLE AS PERMANENT PENDING RETENTION APPROVAL. HANDLE AS PERMANENT PENDING RETENTION APPROVAL. HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
8900	58	MEDICAL RECORDS - TEST SUBJECTS Records in this series consist of medical records of test subjects under contract to NASA which include documentation of physical exams, diagnosis, treatment, and tests given in order for the individual to participate as a "test" subject in R&D Project medical tests.	DESTROY 75 YEARS AFTER BIRTH DATE (DOB), OR 60 YEARS AFTER DATE OF EARLIEST DOCUMENT IN THE FOLDER IF DOB CANNOT BE ASCERTAINED, OR 30 YEARS AFTER CONTRACT HAS BEEN COMPLETED/TERMINATED WHICHEVER IS LATER. <DA: N1-255-94-3>

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**FINANCIAL MANAGEMENT AND
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**SCHEDULE 9
(AFS 9000-9999)**

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CHAPTER 9. NRRS 9

FINANCIAL MANAGEMENT AND INSPECTOR GENERAL RECORDS

9000	2	<p>AGENCY BUDGET REQUEST FILES</p> <p>Records in this file series consists of budget material requested via OMB Circular A-11, including material required by the President's Call for the budget. Records include, but are not limited to, letters, forms, exhibits (submitted electronically), and any other related finding aids or documentation associated with this submission, i.e., OMB, President's Budget, Justification Support - Congressional Budget Support, etc.</p> <p>A. Original record set maintained at NASA Headquarters by Code B (This set starts October 1, 1958 and continues to Present)</p> <p>B. Center working materials/background files and documentation developed by other organizational units and as submitted to the Comptrollers Office.</p> <p>C. All other offices/copies.</p>	<p>* PERMANENT * TRANSFER TO NARA WHEN 35 YEARS OLD. <DA: N1-255-94-2></p> <p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 30 YEARS OLD. <DA: N1-255-94-2></p> <p>DESTROY WHEN SUPERSEDED, NO LONGER NEEDED, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2></p>
9000	3	<p>NASA ACCOUNTING AND FINANCIAL INFORMATION SYSTEMS (NAFIS)</p> <p>This is an agencywide reporting system which resides at NASA Headquarters and conforms to GAO/Treasury standards for summary general ledger format/information. This is an on-line integrated system which will be distributed to all NASA Centers.</p> <p>A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u></p> <p>B. <u>CENTERS</u></p> <p>C. <u>ALL OTHER OFFICES/COPIES</u></p>	<p>DELETE/DESTROY WHEN OBSOLETE OR SUPERSEDED OR WHEN 5 YEARS OLD. <DA: N1-255-94-2></p> <p>USE DISPOSITION IN A. ABOVE <DA: N1-255-94-2></p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD. <DA: N1-255-94-2></p>

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9000	4	<p>R&D PROGRAM/PROJECT STATUS REPORTS (PSR) COST/SCHEDULES</p> <p>Documents relating to cost projections for research and development projects, including information about program objectives in terms of projects, tasks, status, and time phasing for development, and funds required. These files include schedules and directly related forecast and actual costs.</p> <p>A. <u>CENTERS (Level 2 Manager)</u></p> <p>B. <u>SECRETARIAT OFFICE (NASA Headquarters; Comptrollers Office)</u></p> <p>C. <u>ALL OTHER OFFICES/COPIES</u></p>	<p>RETIRE TO FRC 1 YEAR AFTER COMPLETION OF THE PROJECT. DESTROY 10 YEARS AFTER COMPLETION OF PROJECT. <DA: N1-255-94-2> (N 24-3)</p> <p>* PERMANENT * RETIRE TO FRC WHEN 4 YEARS OLD. TRANSFER TO NARA WHEN 30 YEARS OLD. <DA: N1-255-94-2></p> <p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 5 YEARS OLD WHICHEVER IS LATER. <DA: N1-255-94-2></p>
9050	5	<p>FUND FILES</p> <p>A. <u>GENERAL</u></p> <p>Records relating to availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by Item 1 of this schedule.</p> <p>B. <u>SPECIAL</u></p> <p>Records relating to monies obtained to pay for expenses incurred in conjunction with special guest, or monies from sponsors of programs that could not be returned. Includes the "Administrator's Fund", "Activity Fund", "Special Fund", and all other non-appropriated fund activities.</p>	<p>DESTROY WHEN 3 YEARS OLD. (GRS 6-4) (N 2-3, N 1-41)</p> <p>RETIRE TO FRC 1 YEAR AFTER THE CLOSE OF THE FISCAL YEAR TO WHICH THE RECORDS PERTAIN. DESTROY 6 YEARS AFTER THE CLOSE OF THE FISCAL YEAR TO WHICH RECORDS PERTAIN. <DA: N1-255-94-2></p>
9050	6	<p>NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS</p> <p>A. <u>GENERAL</u></p> <p>Records in this series consists of register receipts, bank deposit slips, register tapes, cancelled checks, bank statements, ledgers, etc.</p>	<p>RETAIN ON-SITE AT RESPECTIVE INSTALLATION. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-2></p>

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6	PASR	<p>B. CORRESPONDENCE FILES - GENERAL</p> <p>Files include advisory notices such as merchandise and sundry notices, records documenting overall administration of the exchange, general correspondence, customer complaints, security records and reports pertaining to the exchange.</p>	<p>RETAIN ON-SITE. DESTROY WHEN 4 YEARS OLD. <DA: N1-255-94-2></p>
		<p>C. STOCK FILES / GOODS RECEIVED</p> <p>1. GOODS: Records relating to the receipt of merchandise, including copies of reports of goods received, shipping documents, tracer inquiries, merchandise follow-up requests, and other documents related to shipments/follow-up of merchandise.</p> <p>2. STOCK: Records used by management for the control and procurement of merchandise at warehouse and on the sales floor, including unit merchandise records, stock record cards, replenishment cards, recorder records, and vendor records.</p>	<p>DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-2></p> <p>DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-2></p>
PASR	PASR	<p>D. EXCHANGE RECORDS ON INDIVIDUALS - NASA 10 XROI</p> <p>1. Records contained in this system consist of present and former employees of, and applicants for employment with, NASA Exchanges, Recreational Associations, and Employees' Clubs at NASA Centers. Individuals with active loans or charge accounts at one or more of the several organizations. Records contain Exchange employees' personnel and payroll records, including injury claims, unemployment claims, biographical data, performance evaluations, annual and sick leave records, and all other employee records. Credit records on NASA employees with active accounts.</p> <p>2. General meeting minutes of activities associated with the Employees Exchange.</p>	<p>DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-2></p> <p>DESTROY 6 MONTHS AFTER ELECTION OR INITIATION OF NEW COMMITTEE MEMBERSHIP OR WHEN 3 YEARS OLD, WHICHEVER OCCURS FIRST. <DA: N1-255-94-2></p>
		<p>E. JOHNSON SPACE CENTER (JSC) EXCHANGE ACTIVITIES - NASA 72 XOPR</p> <p>Records in this system consist of employees and past employees of the JSC Exchange Operations, applicants under the JSC Exchange Scholarship Program, and JSC employees or JSC contractor employees participating in sports or special activities sponsored by the Exchange. Records include a variety of data relating to personnel actions and determinations made about an individual while employed by the NASA JSC Exchange. These records contain information about an individual relating to birth date, social security number, home address, phone number, marital status, references, veteran preference, and other information relating to the status of the individual. Scholarship information is</p>	<p>EMPLOYEE RECORDS OF JSC EXCHANGE OPERATIONS, PERSONNEL RECORDS ARE RETAINED INDEFINITELY IN AGENCY SPACE TO SATISFY PAYROLL, REEMPLOYMENT, UNEMPLOYMENT COMPENSATION, TAX, AND EMPLOYEE RETIREMENT PURPOSES. FOR SUCCESSFUL APPLICANTS UNDER THE JSC EXCHANGE SCHOLARSHIP PROGRAM, RECORDS ARE MAINTAINED UNTIL COMPLETION OF AWARDED SCHOLARSHIP AND</p>

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**FINANCIAL MANAGEMENT AND
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		<p>supplied by individuals who have applied and includes data on education, financial background, and other related information.</p>	<p>ARE THEN DESTROYED. RECORDS PERTAINING TO UNSUCCESSFUL APPLICANTS ARE RETURNED TO THE INDIVIDUAL. FOR PARTICIPANTS IN SOCIAL OR SPORTS ACTIVITIES, RECORDS ARE MAINTAINED FOR STATED PARTICIPATION PERIOD AND ARE THEN DESTROYED. RECORDS CANNOT BE RETIRED TO AN FRC. <DA: N1-255-94-2></p>
9090	7	<p>REIMBURSABLE AGREEMENTS - FINANCIAL</p> <p>A. GUIDELINES APPLICABLE TO REIMBURSABLE AGREEMENTS</p> <p>Reports, correspondence, working files and other documentation required on file to support reimbursable activities.</p> <p>B. BENEFITOR FILES</p> <p>Includes original authorities for reimbursable funding for resident agencies.</p> <p>C. OCCUPANCY (SSC ONLY)</p> <p>Includes staffing levels, space allocation, utility costs, burden analyses and all pertinent information used in occupancy rate development at SSC. Records include occupancy rate development data; quarterly detail reports; and, SSC Personnel Strength Reports (including historical data).</p> <p>D. WORK PERFORMANCE AGREEMENTS (JSC ONLY)</p> <p>Records include agreements between JSC and other government or non-government agencies (the customer) whereby JSC performs work prescribed in the agreement and JSC is reimbursed for the cost of the work by the customer. These agreements are usually 1 to 3 years in duration.</p> <p>1. Office of primary responsibility.</p> <p>2. All other offices/copies.</p> <p>E. ALL OTHER OFFICES/COPIES OF THE ABOVE RECORDS OTHER THAN THE OPR</p>	<p>RETAIN ON-SITE UNTIL REFERENCE VALUE CEASES; THEN DESTROY. <DA: N1-255-94-2></p> <p>DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT. <DA: N1-255-94-2></p> <p>THESE RECORDS ARE UNIQUE TO SSC AND WILL BE MAINTAINED IN SSC SPACE FOR 10 YEARS. RETIRE TO FRC WHEN 10 YEARS OLD. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-2></p> <p>TRANSFER TO FRC WHEN 10 YEARS OLD. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-2></p> <p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2></p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2></p>

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9100	8	<p>APPORTIONMENT SCHEDULES - AGENCYWIDE CODING STRUCTURE ALSO SEE SCHEDULE 7</p> <p>A. Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation. Research and Development; Space Flight and Data Communications; Construction of Facilities; Research and Program Management; and, the Inspector General.</p> <p>1. HEADQUARTERS (CODE B ONLY)</p> <p>(These are records sent to OMB and Treasury which show the division of funding by project/program.)</p>	<p>RETIRE TO FRC 3 YEARS AFTER FISCAL YEAR, 5 YEARS FOR NO YEAR APPROPRIATIONS. DESTROY WHEN NO LONGER NEEDED OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2> (N 7-2)</p>
		2. CENTERS	DESTROY 2 YEARS AFTER THE CLOSE OF THE FISCAL YEAR. (GRS 5-4)
9200	9	<p>ACCOUNTING RECORDS</p> <p>A. <u>EXPENDITURES ACCOUNTING GENERAL CORRESPONDENCE AND SUBJECT FILES</u></p> <p>Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.</p> <p>B. <u>COST REDUCTION</u></p> <p>Reports, correspondence, working papers, and other supporting documentation required to be on file.</p> <p>1. Headquarters.</p> <p>2. Centers.</p>	<p>DESTROY WHEN 2 YEARS OLD. (GRS 7-1)</p> <p>RETIRE TO FRC 4 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH RECORDS WERE CREATED. DESTROY 6 YEARS AFTER SUBJECT FISCAL YEAR. <DA: N1-255-94-2> (N 1-18)</p> <p>RETIRE TO FRC 3 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH RECORDS WERE CREATED. DESTROY 5 YEARS AFTER SUBJECT FISCAL YEAR. <DA: N1-255-94-2></p>
9210	10	<p>SIGNATURE AUTHORITY FILES</p> <p>Records consist of signature authorities for miscellaneous administrative records which include, but are not limited to, Diner's Club authorizations; reports of mail; authority for specified employees to certify funds, etc.</p>	<p>DESTROY UPON SEPARATION, TRANSFER, OR TERMINATION OF AUTHORIZED EMPLOYEE OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2></p>

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9220	11	<p>GENERAL LEDGER - ACCOUNTING</p> <p>A. <u>GENERAL ACCOUNTING LEDGERS</u></p> <p>Ledgers showing debit and credit entries, and reflecting expenditures in summary (balanced receipts).</p> <p>B. <u>TRIAL BALANCE LEDGERS</u></p> <p>Monthly consolidated financial reports supported by analyses reports at the appropriation, fund, or other level, covering all NASA assets, liabilities, funds, equity, revenues, and costs. The consolidated Agency-wide report is based on and includes the trial balance and related reports submitted by each NASA Center.</p> <p>1. ORIGINAL RECORDS (CODE B ONLY)</p> <p>(a) Annual September Report.</p> <p>(b) Monthly reports (other than September).</p> <p>2. All other offices/copies of the above reports (including copies maintained at NASA Centers).</p>	<p>DESTROY 6 YEARS AND 3 MONTHS AFTER CLOSE OF THE FISCAL YEAR INVOLVED (GRS 7-2) (N 3-1)</p> <p>RETIRE TO FRC WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-2> (N 3-6)</p> <p>RETIRE TO FRC 2 YEARS AFTER FISCAL YEAR INVOLVED. DESTROY 10 YEARS AFTER SUBJECT FISCAL YEAR. <DA: N1-255-94-2></p> <p>DESTROY AS SOON AS ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD WHICHEVER IS SOONER. <DA: N1-255-94-2></p>
9300	14	<p>FINANCIAL STATUS REPORTS</p> <p>A. <u>MONTHLY CONSOLIDATED - AGENCYWIDE</u></p> <p>This is a monthly consolidated agency wide financial report of commitments, obligations, costs, disbursements, and resource authorizations, consisting of 11 volumes, organized generally by program activity. The following list of reports are considered a part of this series, but is not all inclusive:</p> <p>Highlight Report; Balance of Payments Report; Medical Report; Expert and Consultant Report; SEDSA-Est. Distribution of Selected accounts.</p> <p>1. HEADQUARTERS - OFFICIAL RECORD:</p> <p>(a) Monthly issues of Volume 1, Summary of Data for Administrative Operations, Research and Development, and Construction of Facilities Funding; and Volume 6, Project and Program Year Summary by Program Office and by Center.</p>	<p>RETIRE TO FRC AFTER THE CLOSE OF THE FISCAL YEAR TO WHICH THE RECORDS PERTAIN. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-2> (N 3-4)</p>

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**SCHEDULE 9
(AFS 9000-9999)**

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14	<p>(b) Monthly issues of all other volumes of the report printed.</p> <p>2. All other copies of the reports in Program Offices, NASA Centers, or other offices.</p> <p>B. CONTRACTS AND GRANTS REPORTS - STATUS SEE ALSO ITEM 19, SCHEDULE 7</p> <p>Records in this category consist of a consolidated agencywide report of financial and statistical data covering NASA contracts, grants, and intra-Governmental purchase requests.</p> <p>1. HEADQUARTERS - OFFICIAL RECORD:</p> <p>(a) Annual September Issue: (Following Formats) E-3; E-5A; E-7; E-8; E-9; E-10; E-11; E-12; E-16; E-17; E-26; E-27; E-28; E-29; E-31; E-34; E-34A; E-35; E-36-1; E-36-3; E-36-4; AND E-38.</p> <p>(b) Issues of formats listed in (a) above, other than September.</p> <p>2. All other copies of the reports in Program Offices, NASA Centers, or other offices.</p>	<p>RETIRE TO FRC AFTER THE CLOSE OF THE FISCAL YEAR TO WHICH THE RECORDS PERTAIN. DESTROY 5 YEARS AFTER SUBJECT FISCAL YEAR. <DA: N1-255-94-2></p> <p>DESTROY WHEN ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2></p> <p>RETIRE TO FRC 1 YEAR AFTER CLOSE OF FISCAL YEAR TO WHICH RECORDS PERTAIN. DESTROY 10 YEARS AFTER SUBJECT FISCAL YEAR. <DA: N1-255-94-2> (N 3-5, N 7-9)</p> <p>DESTROY MONTHLY ISSUES AFTER 90 DAYS; OTHER ISSUES AFTER THE CURRENT REPORT IS PRODUCED. <DA: N1-255-94-2></p> <p>DESTROY WHEN ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2></p>
9600	<p>15</p> <p>CERTIFICATES OF SETTLEMENT FILES</p> <p>Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records.</p> <p>A. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.</p> <p>B. Certificates covering period settlements.</p> <p>C. Schedules of certificates of settlement of claims settled by the General Accounting Office.</p>	<p>DESTROY 2 YEARS AFTER DATE OF SETTLEMENT. [GRS 6-3a] (N 2-3, N 2-4)</p> <p>DESTROY WHEN SUBSEQUENT CERTIFICATES OF SETTLEMENTS ARE RECEIVED. [GRS 6-3b]</p> <p>DESTROY 2 YEARS AFTER DATE OF SETTLEMENT. <DA: N1-255-94-2></p>

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**FINANCIAL MANAGEMENT AND
INSPECTOR GENERAL RECORDS**

**SCHEDULE 9
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9630	<p>19</p> <p>NONCOMMERCIAL REIMBURSABLE TRAVEL/PASSENGER FILES</p> <p>Records and copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.</p> <p>A. TRAVEL ADMINISTRATIVE OFFICE FILES</p> <p>B. OBLIGATION COPIES</p> <p>C. ALL OTHER OFFICE/COPIES</p> <p>D. UNUSED TICKET REDEMPTION FORMS, such as SF 1170, or other miscellaneous travel documentation.</p>	<p>DESTROY WHEN 6 YEARS OLD. [GRS 9-3a] (N 22-1, N 22-2)</p> <p>DESTROY WHEN FUNDS ARE OBLIGATED. [GRS 9-9b]</p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2></p> <p>DESTROY 3 YEARS AFTER THE YEAR IN WHICH THE TRANSACTION IS COMPLETED. [GRS 9-1e]</p>
9730	<p>20</p> <p>TRAVEL AND TRANSPORTATION FILES - GENERAL</p> <p>A. Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation, and freight functions, not covered elsewhere in this schedule or Schedule 6.</p> <p>B. Accountability records documenting the issue or receipt of accountable documents.</p> <p>C. Credit card files and documentation show issuance by commercial organizations for reuse to agency personnel for their use while on official travel duty; receipts, registers, or other related documents.</p>	<p>DESTROY WHEN 2 YEARS OLD. [GRS 9-4a]</p> <p>DESTROY 1 YEAR AFTER ALL ENTRIES ARE CLEARED. [GRS 9-4b]</p> <p>DESTROY CREDIT CARDS AND RELATED PAPERS UPON RECEIPT OF NEW CREDIT CARDS. <DA: N1-255-94-2></p>
9791	<p>22</p> <p>IMPREST FUND</p> <p>Records in this series include but are not limited to the following types:</p> <p>Acknowledgement of responsibility forms for cashiers; Release of responsibility; Imprest Fund Alarm System; Request to Increase Imprest Fund Advance; and, Audit of Imprest Funds.</p>	<p>DESTROY UPON SEPARATION, TRANSFER, OR TERMINATION OF AUTHORIZED EMPLOYEE, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2></p>

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* INSPECTOR GENERAL RECORDS *			
9800-9999		INSPECTOR GENERAL FILES – AUDITS AND INVESTIGATIONS	(see below)
9800		Investigations Program	(see below)
9800	26	SEMIANNUAL REPORT TO CONGRESS	
Formerly AFS 9910 in NPR 1441.1C		Reports prepared by the statutory OIG's and submitted to the Congress, and working papers. The reports summarize the activities of the OIG for the 6-month periods ending March 31 and September 30. For details on the composition of these reports, see Section 5, Public Law 95-452, as amended by 5 U.S.C. Appendix.	
	26	A. RECORD COPY OF REPORT (HQ ONLY)	* PERMANENT * CLOSE FILE UPON TRANSMISSION TO CONGRESS. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 5 YEARS OLD. <DA: N1-255-00-3>
		B. WORKING AND BACKGROUND PAPERS	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-00-3>
		C. ALL OTHER OFFICES/COPIES	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-00-3>
		D. ELECTRONIC COPIES	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-3>
		Records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records.	
9800	27	INDEXES TO CASE FILES	
Formerly AFS 9910 in NPR 1441.1C		Used as references to OIG case files.	DESTROY WITH RELATED RECORDS OR WHEN NO LONGER NEEDED WHICHEVER IS SOONER. <DA: N1-255-00-3>
9810	23	INSPECTOR GENERAL INVESTIGATIONS CASE FILES – NASA 10 IGIC	
	PASR	A. AGENCY PROGRAMS/OPERATIONS	
		Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety. Also included are investigative files relating to a variety of administrative matters such as potential or actual tort claims for and against the Government and management and program studies. Cases relate to agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee and hotline-complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.	

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		Note: A file is not closed until all judicial and administrative avenues and considerations have been finally exhausted.	
	23	1. Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General Investigations. Cutoff annually.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-00-3>
		2. Case files developed during internal investigations of OIG employees.	DESTROY 10 YEARS AFTER CASE IS CLOSED OR AFTER THE EMPLOYEE'S SEPARATION, WHICHEVER IS LONGER. <DA: N1-255-00-3>
		3. All other investigative case files except those that are unusually significant for documenting major violations of criminal law or ethical standards by Agency officials or others.	PLACE IN INACTIVE FILES WHEN CASE IS CLOSED. CLOSE INACTIVE FILE AT END OF FISCAL YEAR. DESTROY 10 YEARS AFTER FILE IS CLOSED. <DA: N1-255-00-3>
		4. Significant case files, because the case attracts national media attention, results in a Congressional investigation, or results in substantive change in Agency policy or procedures. Examples include the Challenger and Hubble investigations. Significant cases will be selected by the NASA Office of Inspector General based on the criteria listed in this item.	
		(a) Official case file – records created during the investigation and used to develop the final report. Documents are serialized and maintained in official case folders.	*PERMANENT* TRANSFER TO NARA 10 YEARS AFTER FILE IS CLOSED. <DA: N1-255-00-3>
		(b) Background files, notes, duplicate copies, and other materials collected during the investigation but not incorporated into the official case file and not used to develop the final report.	DESTROY 10 YEARS AFTER FILE IS CLOSED. <DA: N1-255-00-3>
		5. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records.	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-3>

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9820	24	<p>POLICY AND PROCEDURE FILES - HQ ONLY</p> <p>Records defining and documenting the policies required for directing, controlling, and carrying out OIG operations. Also records on planning and developing OIG policies and procedures. Records can consist of manual, handbooks, directives, and working papers. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.</p> <p>A. <u>RECORD COPY</u></p> <p>One record copy of each if not included in the Agency's permanent set of master directives files or the record set of publications.</p> <p>B. <u>WORKING PAPERS AND BACKGROUND MATERIALS</u></p> <p>C. <u>ALL OTHER OFFICES/COPIES</u></p> <p>D. <u>ELECTRONIC COPIES</u></p> <p>Records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records.</p>	<p>* PERMANENT * CLOSE SET OF DIRECTIVES OR PUBLICATIONS WHEN SUPERSEDED OR OBSOLETE. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 10 YEARS OLD. <DA: NI-255-00-3></p> <p>DESTROY WHEN NO LONGER NEEDED. <DA: NI-255-00-3></p> <p>DESTROY WHEN NO LONGER NEEDED. <DA: NI-255-00-3></p> <p>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: NI-255-00-3></p>
9890	24.5	<p>INSPECTIONS AND ASSESSMENTS FILES</p> <p>Case files of inspections and assessments of Agency programs, operations, procedures, and those relating to contractors and grantees. Files consist of reports, correspondence, memoranda, and documentation.</p> <p>A. <u>OFFICE CONDUCTING REVIEW</u></p> <p>B. <u>ORGANIZATION BEING REVIEWED</u></p>	<p>CLOSE FILE AT END OF FISCAL YEAR AFTER CLOSE OF CASE. DESTROY 10 YEARS AFTER CLOSE OF CASE. <DA: NI-255-00-3></p> <p>CLOSE FILE AFTER CLOSURE OF ALL RECOMMENDATIONS. DESTROY 3 YEARS AFTER CLOSE OF FILE. <DA: NI-255-00-3></p>
	24.5	<p>C. <u>ALL OTHER OFFICE COPIES</u></p> <p>D. <u>SIGNIFICANT CASE FILES</u></p> <p>The case attracts national media attention, results in a Congressional investigation, or results in substantive change in Agency policy or procedures. Significant cases will be selected by the NASA Office of Inspector General based on the criteria listed in this item.</p>	<p>CLOSE FILE AFTER CLOSURE OF ALL RECOMMENDATIONS. DESTROY 3 YEARS AFTER CLOSE OF FILE. <DA: NI-255-00-3></p>

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	24.5	<p>1. Official case file - records created during evaluations and used to develop the final report. Documents are maintained in official case folders.</p> <p>2. Background files, notes, duplicate copies, and other materials collected during evaluations but not incorporated into the official case file and not used to develop the final report.</p> <p>E. <u>ELECTRONIC COPIES</u></p> <p>Records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records.</p>	<p>*PERMANENT* TRANSFER TO NARA 10 YEARS AFTER FILE IS CLOSED. <DA: NI-255-00-3></p> <p>DESTROY 10 YEARS AFTER FILE IS CLOSED. <DA: NI-255-00-3></p> <p>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: NI-255-00-3></p>
9910	25	<p>AUDIT FILES</p> <p>A. <u>DEFENSE MATERIALS SYSTEM (DMS) AUDITS</u></p> <p>Audit reports and related papers pertaining to the DMS.</p> <p>1. Office of Primary Responsibility.</p> <p>2. All other offices/copies.</p> <p>1. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records.</p> <p>A. <u>INTERNAL IIG</u></p> <p>Case files of internal audits of Agency programs, operations, procedures, external audits of contractors and grantees. Files consist of audit reports, correspondence, memoranda, and supporting working papers.</p> <p>1. Office conducting review.</p> <p>2. Organization being audited. (Record cutoff date is date of audit report.)</p> <p>3. All other offices/copies.</p> <p>2. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records.</p>	<p>DESTROY WHEN 5 YEARS OLD. <DA: NI-255-00-3> (N 6-2, N 17-16)</p> <p>DESTROY WHEN 3 YEARS OLD. <DA: NI-255-00-3></p> <p>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: NI-255-00-3></p> <p>CLOSE FILE AT END OF FISCAL YEAR AFTER CLOSE OF CASE. DESTROY 8 YEARS AFTER CLOSE OF CASE. <DA: NI-255-00-3></p> <p>KEEP FOR 3 YEARS. DESTROY AFTER 8 YEARS OR WHEN NO LONGER NEEDED. <DA: NI-255-00-3></p> <p>DESTROY 3 YEARS AFTER DATE OF AUDIT REPORT. <DA: NI-255-00-3></p> <p>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: NI-255-00-3></p>

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9920	28	<p>GAO AUDITS</p> <p>A. NASA</p> <p>Case files on GAO audits of NASA activities. Includes GAO audit reports, correspondence, certificates of clearance, notice of completion, and all related papers. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Followup.</p> <ol style="list-style-type: none"> Headquarters liaison office for GAO audits. Organization audited or organization controlling audited NASA Contracts. (Record cutoff date is date of audit report.) Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records. <p>B. CONTRACTORS</p> <p>Case files on GAO audits of NASA contractors.</p> <ol style="list-style-type: none"> Cognizant procurement office. All other offices/copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records. 	<p>RETIRE TO FRC 2 YEARS AFTER DATE OF AUDIT REPORT. DESTROY 8 YEARS AFTER SUBJECT DATE. <DA: N1-255-00-3> (N 6-1)</p> <p>KEEP FOR 3 YEARS. DESTROY AFTER 8 YEARS OR WHEN NO LONGER NEEDED. <DA: N1-255-00-3></p> <p>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-3></p> <p>DESTROY WITH RELATED CONTRACT FILE. <DA: N1-255-00-3> (N 6-3)</p> <p>DESTROY 3 YEARS AFTER AUDIT. <DA: N1-255-00-3></p> <p>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-3></p>
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9960	29	<p>AUDITS OF CONTRACTORS</p> <p>A. NASA</p> <p>Case files on NASA audits of contractors, including papers related to NASA audits for other Government agencies, such as DoD. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Followup.</p> <ol style="list-style-type: none"> Office performing the review. Recordkeeping Copy. Cognizant procurement office. Other NASA Audit offices. All other offices/copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records. <p>B. OTHER AUDITS OF NASA CONTRACTORS</p> <p>Includes Defense Contract Audit Agency (DCAA) and HHS audit reports, correspondence, and all related papers.</p> <ol style="list-style-type: none"> Cognizant regional audit office. Recordkeeping Copy. Cognizant procurement office. All other offices/copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records. 	<p>RETIRE TO FRC 2 YEARS AFTER DATE OF FINAL AUDIT REPORT. DESTROY 8 YEARS AFTER SUBJECT DATE. <DA: N1-255-00-3> (N 6-4)</p> <p>DESTROY WITH RELATED CONTRACT FILE. <DA: N1-255-00-3></p> <p>DESTROY 3 YEARS AFTER DATE OF FINAL AUDIT REPORT. <DA: N1-255-00-3></p> <p>DESTROY 1 YEAR AFTER DATE OF FINAL AUDIT REPORT. <DA: N1-255-00-3></p> <p>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-3></p> <p>DESTROY 3 YEARS AFTER DATE OF AUDIT REPORT. <DA: N1-255-00-3> (N 6-5)</p> <p>DESTROY WITH RELATED CONTRACT FILE. <DA: N1-255-94-2></p> <p>DESTROY 1 YEAR AFTER DATE OF AUDIT REPORT. <DA: N1-255-00-3></p> <p>DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-3></p>
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APPENDIX E.
Crosswalk of NRRS 7 and 8 to New Program/Project Schedule Items
July 9, 2004

CHAPTER 10. NRRS 10

RECORDS COMMON TO MOST OFFICES

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
1000	1	READING / CHRON FILES	SEE SCHEDULE 1
1000	2	ROUGH DRAFTS, WORKING NOTES Notes, records from which reports, staff papers, and other documents have been prepared and approved.	DESTROY WHEN NO LONGER NEEDED.
1000	3	STENOGRAPHIC NOTEBOOKS Notebooks from which notes have been transcribed.	DESTROY WHEN NOTES HAVE BEEN TRANSCRIBED OR NO LONGER NEEDED WHICHEVER IS SOONER.
1000	5	INFORMATION COPIES Copies of telegrams, dispatches, instructions, letters, memorandums, correspondence and other documents which are not a part of the official subject or case file.	DESTROY WHEN NO LONGER NEEDED OR WHEN ONE YEAR OLD WHICHEVER IS SOONER <DA: N1-255-94-1, Schedule 1/78/D>
1000	6	LETTERS - GENERAL A. Transmittal letters without attachments. B. Letters and notes of simple acknowledgement, and expressions of appreciation for cooperation and assistance.	DESTROY WHEN THREE MONTHS OLD. [GRS 14-1] DESTROY WHEN ONE YEAR OLD. <DA: N1-255-94-1, Schedule 1/78/D>
1000	7	OFFICE WORKING FILES - DUPLICATE COPIES A. <u>CORRESPONDENCE</u>	
	7	1. Internal memoranda regarding details of office management, forwarding of checks, arrangements for leave, for travel, general cooperation, itineraries. 2. Correspondence and notices regarding changes or corrections in directories. 3. Correspondence regarding plans for conferences and meetings, invitations to attend and acceptances or regrets, notices, arrangements for space and facilities, arrangements for chairperson, or speakers, EXCLUDING	DESTROY WHEN ONE YEAR OLD. <DA: N1-255-94-1, Schedule 1/78/D> DESTROY IMMEDIATELY, OR WHEN NO LONGER NEEDED FOR REFERENCE, OR UNDER A PREDETERMINED SCHEDULE OR BUSINESS RULE (E.G., IMPLEMENTING THE AUTO-DELETE FEATURE OF "LIVE" ELECTRONIC MAIL SYSTEMS). [GRS 23-7] DESTROY WHEN ONE YEAR OLD. ALSO SEE SCHEDULE 1. <DA: N1-255-94-1, Schedule 1/78/D>

APPENDIX E.
Crosswalk of NRRS 7 and 8 to New Program/Project Schedule Items
July 9, 2004

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
		the record copy of final approved agenda or programs, minutes, transcripts or proceedings, speeches delivered, and comments made at or after the meetings or conferences.	
		B. REQUESTS 1. Requests for information and replies involving no administrative action, no new decisions by NASA, and no original development of special data. 2. Requests for duplicating, for photography, for the preparation of graphics or charts, for stenographic services.	DESTROY IMMEDIATELY, OR WHEN NO LONGER NEEDED FOR REFERENCE, OR UNDER A PREDETERMINED SCHEDULE OR BUSINESS RULE (E.G., IMPLEMENTING THE AUTO-DELETE FEATURE OF "LIVE" ELECTRONIC MAIL SYSTEMS). [GRS 23-7] DESTROY WHEN ONE YEAR OLD. OFFICE OF PRIMARY RESPONSIBILITY (OPR) SEE SCHEDULE 2.
1000	9	OBsolete FORMS Obsolete blank forms.	DESTROY IMMEDIATELY.
1000	10	INFORMATION ONLY COPIES Issuances, notices, reports, releases, tabulations, and publications of other agencies or private industry submitted or received for general information purposes only.	DESTROY WHEN ONE YEAR OLD. <DA: N1-255-94-1, Schedule 1/78/D>
3000	11	VOLUNTARY ACTIVITIES / CHARITIES Records pertaining to charity drives and other voluntary activities not part of the regularly assigned functions of the Agency.	DESTROY WHEN ONE YEAR OLD. ALSO SEE SCHEDULE 3.
	13	REFERENCE DATA Minor items of reference data sent to Centers solely for their information and not requiring any specific administrative action.	DESTROY WHEN ONE YEAR OLD. <DA: N1-255-94-1, Schedule 1/78/D>
	14	EXCESS OFFICE SUPPLIES Excess, unused, office supplies and forms which are not needed in the operation of the office.	RETURN TO STOCK.
	15	PUBLICATIONS AND OTHER PRINTED MATERIALS NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set- including obsolete and superseded items. Telephone Directories- obsolete/superseded	DESTROY IMMEDIATELY. OPR SEE SCHEDULE 1.