

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-255-00-002**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

This schedule was superseded by items in N1-255-09-001 section 3/33, but ultimately superseded by N1-255-09-003.

Date Reported: 12/29/2022

N1-255-00-002

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>SAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-255-00-2	DATE RECEIVED 11-05-1999
1 FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		<b>NOTIFICATION TO AGENCY</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION		DATE 2-23-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4 NAME OF PERSON WITH WHOM TO CONFER Roland M Ridgeway Jr, Acting NASA Records Officer	5 TELEPHONE (202) 358-4485		

**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 2 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 Thu, Nov 4, 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roland M. Ridgeway Jr</i>	TITLE Acting NASA Records Officer, NASA Headquarters, Code AO
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<b>ROSTERS</b> (N1-255-89-4, Schedule 3 Item 33 B) Subitem 1 is a new subitem under the Rosters item Subitem 2 is a renumber of the previously authority, which is the DA under the disposition in the Retention column The previous authority still applies Subitem 3 is new to cover electronic mail and word processing copies  SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION		
2	<b>CONTRACT TRAINING FILES</b> (N11-255-89-4, Schedule 3 Item 33 C) Subitem 1 retention period being changed from 5 years to 3 years Subitem 2 is for information and the previous authority still applies, which is the DA under the disposition in the Retention column Subitem 3 is new to cover electronic mail and word processing copies  SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION		
3	<b>TECHNICAL TRAINING</b> (N1-255-89-4, Schedule 3 Item 33 G) Subitem 1 is for information and the previous authority still applies, which is the DA under the disposition in the Retention column Subitem 2 is a new subitem under Technical Training Subitem 3 is new to cover electronic mail and word processing copies  SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION		
NOTE The items above are changes to the NASA Schedule 3 Item 33 that was approved as Disposition Authority number N1-255-89-4			

*Memo - HR Agency*

# SCHEDULE 3

## ITEM

## DESCRIPTION OF RECORD SERIES

## MINIMUM RETENTION

### TRAINING RECORDS/FILES - GENERAL

EXCLUDING records of formally established schools which train agency employees in specialized program areas, such as law enforcement and national defense

ITEM	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM RETENTION</u>
1	<u>ROSTERS</u>	(N1-255-89-4, Schedule 3 Item 33 B)
1	Rosters or training attendance lists from training courses or programs offered by government or non-government/institutions in any media, hardcopy or electronic	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER
<del>2</del>	<del>Rosters or registers (ASEE/LARSS) (LaRC ONLY) These are the records for the 2 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]</del>	<del>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER &lt;DA NT-255-89-4&gt;</del>
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/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED
2	<u>CONTRACT TRAINING FILES</u>	(N1-255-89-4, Schedule 3 Item 33 C)
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
<del>2</del>	<del>Background, working papers, announcements, and arrangements of, subject contract training</del>	<del>DESTROY WHEN 3 YEARS OLD &lt;DA NT-255-89-4&gt;</del>
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/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED
3	<u>TECHNICAL TRAINING</u>	(N1-255-89-4, Schedule 33 Item 33 G)
<del>1</del>	<del>Case files on NASA personnel participating in technical training programs not covered in 2 below</del>	<del>DESTROY 5 YEARS AFTER EMPLOYEE DISCONTINUES OR COMPLETES TRAINING &lt;DA NT-255-89-4&gt;</del>
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 SUPERSEDED BY RECERTIFICATION OR WHEN NO LONGER NEEDED <DA >
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/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED

*Previous Authority Applies. 11/15/99 LMB*

*Previous Authority still Applies. 11/15/99 LMB*

*Previous Authority still applies. 11/15/99 LMB*