

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule was superseded by items in N1-255-09-001 section 3/33, but ultimately superseded by N1-255-09-003.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		SAVE BLANK (NARA use only)	
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)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION		DATE 3-23-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
3 MINOR SUBDIVISION			
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	ROSTERS (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	CONTRACT TRAINING FILES (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	TECHNICAL TRAINING (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	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
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
2	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]	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 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
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 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)
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>
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