

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)	
2 MAJOR SUBDIVISION	
3 MINOR SUBDIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Roland M Ridgeway Jr, Acting NASA Records Officer	(202) 358-4485

**DO NOT WRITE IN THESE SPACES**

**SAVE BLANK (NARA use only)**

JOB NUMBER <i>N1-255-00-2</i>	
DATE RECEIVED <i>11-05-1999</i>	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE <i>2-23-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
Thu, Nov 4, 1999	<i>Roland M. Ridgeway Jr</i>	Acting 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><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</p> <p>SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION</p>		
2	<p><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</p> <p>SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION</p>		
3	<p><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</p> <p>SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION</p>		
<p>NOTE The items above are changes to the NASA Schedule 3 Item 33 that was approved as Disposition Authority number N1-255-89-4</p>			

*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

1 ROSTERS

(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>~~

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

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 CONTRACT TRAINING FILES

(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>~~

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

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 TECHNICAL TRAINING

(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>~~

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

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