

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 N1-255-01-2	DATE RECEIVED 4-20-2001
1. FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION NASA Headquarters		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Roland M. Ridgeway Jr., Acting NASA Records Officer	5. TELEPHONE (202) 358-4485	DATE 1-29-03	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 Thu, Apr 12, 2001	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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>FLIGHT READINESS FILES</p> <p>Series description and disposition are on attached pages. This proposed schedule is a new subitem "B" and will be added to Schedule 8, Item 26 approved on job number N1-255-92-3. The current Flight Readiness Files (MSFC Only) will become subitem "A" under the Flight Readiness Files series with no change to the description or disposition that was approved under NARA Job Number N1-255-92-3.</p> <p>If you have any questions, please contact me on 202-358-4485.</p> <p><i>cc NR, NWMD, Agency</i></p>		

SCHEDULE 8

ITEM	DESCRIPTION OF RECORDS SERIES	RETENTION
1	CONTINUED: FLIGHT READINESS FILES	(New item that will be added to current Schedule 8, Item 26 N1-255-92-3)
	B. Certification of Flight Readiness (CoFR) and Flight Readiness Reviews for Manned Space Flight Programs and Projects.	
	1. Programmatic records such as Flight Readiness Review minutes, documentation presentation packages, action items and CoFR endorsements. Cutoff date is date of document.	* PERMANENT * RECORDS MAY BE RETIRED TO FRC WHEN 7 YEARS OLD. RETAIN FOR 30 YEARS, THEN REVIEW WITH PROGRAM OR PROJECT MANAGER FOR AUTHORIZATION TO TRANSFER TO NARA.
	2. Project/Organization unique records that support certification of flight readiness and flight readiness reviews. These include such records as presentations, meeting minutes, attendance/signature sheets and other supporting documentation. Cutoff date is date of document.	KEEP FOR 3 YEARS, THEN DESTROY WHEN THE PROGRAM TERMINATES, OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER AFTER 3 YEARS.
	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.

Information for NARA review:

Flight Readiness Files, Subitem B: The original schedule from NARA Job Number N1-255-92-3 (NASA Schedule 8, Item 26) only pertains to Flight Readiness Files unique to MSFC and includes Shuttle records only. In order to accommodate other Manned Space Flight Programs and Projects a new description is required. The old MSFC only schedule will become subitem "A" and a new subitem "B" will be added with new description and retention information. Subitem "B" wording is the only material submitted because the current MSFC description and retention periods will not change. A retention period of 30 years is proposed for subitem "B/1" because the life of programs has extended on major programs. Therefore, retaining ownership of the records for longer periods is required for management and research. I estimate there will be about 20 cubic feet of records per program.

Subitem "B/3" is proposed to cover the use of electronic mail and word processing systems as a tool to generate the recordkeeping copy of the records.

If you have any questions about this proposed schedule, please contact Roland Ridgeway on 202-358-4485 or via e-mail at rridgeway@hq.nasa.gov.