

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-255-01-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1C1a was superseded by N1-255-09-001 item 4/8C1a.

Item 1C1b was superseded by N1-255-09-001 item 4/8C1b.

Item 1C2 was superseded by N1-255-09-001 item 4/8C2.

Item 1C3 was superseded by N1-255-09-001 item 4/8C3.

Item 1C4 was superseded by DAA-GRS-2017-0003-0002 (GRS 5.2 item 020).

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 71-255-01-3	
1. FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		DATE RECEIVED 5-14-2001	
2. MAJOR SUBDIVISION NASA Headquarters		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Roland M. Ridgeway Jr., Acting NASA Records Officer	5. TELEPHONE (202) 358-4485	DATE 1-29-03	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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
Mon, Apr 30, 2001	<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 GRS OR SUPERSEDED JOB CITATION	10.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>PROPERTY SHIPPING RECORDS</p> <p>Series description and disposition are on attached pages. This proposed schedule is a new Sub-item and will be added to NASA Records Retention Schedule 4, Item 8 after approval.</p> <p>If you have any questions, please contact me on 202-358-4485.</p> <p><i>cc Agency, NR, DUMD</i></p>		

SCHEDULE 4

ITEM	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
1	PROPERTY FILES	
	C. <u>PROPERTY SHIPPING RECORDS</u>	(New subitem that will be Added to current Schedule 4, Item 8, NI-255-91-4)
	Documents reflecting the movement (shipping) of items to/from NASA installations 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	CUT OFF AT END OF CALENDAR YEAR. CONVERT TO CD-ROM 18 MONTHS AFTER CUT OFF DATE. DESTROY HARDCOPY AFTER CD-ROM CONVERSION IS VERIFIED AND WHEN HARDCOPY IS 3 YEARS OLD.
	(b) CD-ROM file, cutoff date is date CD-ROM created (1.(a) above).	KEEP FOR 3 YEARS DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER.
	2. Office of Primary Responsibility - (All Centers except JSC)	
	(a) Hardcopy. Cutoff date is end of calendar year.	KEEP FOR 3 YEARS DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER.
	3. All other Office's copies, cutoff date is date of document.	DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.
	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.	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.