

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 <i>71-255-03-2</i>	
1. FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		DATE RECEIVED <i>8-25-2003</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Patti F. Stockman, NASA Records Officer	5. TELEPHONE (202) 358-4787	DATE <i>12-11-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 1 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 <i>8/21/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patti F. Stockman</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	FLIGHT EXECUTION RECORDS - INTERNATIONAL SPACE STATION OPERATIONAL RECORDS (See attached)		

8600	27	<p>FLIGHT EXECUTION RECORDS</p> <p>These records/files consist of the total on-board complement of documentation and related aids available to the flight crews for flight execution. Materials include procedural checklists, integrated time-lines, cue cards, malfunction and reference data, crew activity plans, and uplinked messages as well as decals, photos, and other specialized articles such as earth maps and star charts. These records also include documentation used to remotely command a manned space vehicle.</p>	
		<p>A. SPACE SHUTTLE PROGRAM (SSP) FLIGHT DATA FILE (FDF) RECORDS.</p> <p>The flown FDF consists of single, multiple or partial copies of hardcopy documents, dependent on crew requirements. Also some documents and other data are flown in electronic format. The record copy will consist of the flown items, except that a flight-like (backup) copy may be provided if a flown copy is no longer available. Hardware (including binding rings and non-paper covers) will be removed from the FDF complement prior to transfer to the Federal Records Center (FRC) and the National Archives and Records Administration (NARA).</p>	
		<p>1. Flights STS-1 through STS 51L (1981-1986) (NOTE: Flights 51C and 51J are Classified; and 51L is excluded. 51L records will be shipped with the Records being maintained in the JSC Data Repository.)</p>	<p>* PERMANENT * TRANSFER IMMEDIATELY TO NARA. <DA: N1-255-88-1></p>
		<p>2. Flights STS-26 and continuing missions.</p>	<p>* PERMANENT * RETIRE TO FRC WHEN 6 MONTHS OLD OR WHEN NO LONGER NEEDED FOR OPERATIONAL OR REVIEW PURPOSES, WHICHEVER IS EARLIER. TRANSFER TO NARA 4 YEARS AFTER MISSION/FLIGHT HAS BEEN COMPLETED. <DA: N1-255-88-1></p>
		<p>B. FDF RECORDS PRIOR TO STS-1 (~21 boxes; 5/22/68 -12/21/77)</p> <ul style="list-style-type: none"> • Apollo 8 through Apollo 17 • Skylab 2 through Skylab 4 • Apollo-Soyuz Test Project (ASTP) • Shuttle Approach and Landing Test (ALT) 	<p>* PERMANENT * TRANSFER TO NARA UPON COMPLETION OF MICROFILMING. TOTAL TRANSFER OF THESE RECORDS WILL BE COMPLETED BY DECEMBER 31, 1998. <DA: N1-255-88-1></p>
New items		<p>C. INTERNATIONAL SPACE STATION (ISS) OPERATIONAL RECORDS</p> <p>Most records are flown electronically. Only emergency, quick response, and special crew requested procedures and articles are flown on paper. Multiple copies may exist, depending on program and crew requirements.</p>	
		<p>1. Short Term Plans, Flight Notes, procedural checklists, uplinked messages, payload operational data, systems operational data, cue cards, malfunction and reference data, and other data relevant to Station operations. Where applicable these records are maintained in PDF format and will be transferred to the archives in that format.</p>	<p>* PERMANENT * RETIRE TO FRC WHEN 6 MONTHS OLD OR WHEN NO LONGER NEEDED FOR OPERATIONAL OR REVIEW PURPOSES, WHICHEVER IS EARLIER. TRANSFER TO NARA 4</p>

Previous authority applies

WITHDRAWN

11-25-03
YKW

			YEARS AFTER CREW EXCHANGE.
		2. Routine documentation on board the ISS resulting from word processing, spreadsheet and related applications, taken to, or reproduced on, the ISS from originals located on the ground and used for reference purposes by flight crews. Examples include printouts, copies of procedures, and other routine records or files. [NOTE: Records selected by crew or Program for return to Earth, follow disposition instructions in Item 1.]	* TEMPORARY * Destroy when superseded or when no longer needed for NASA operational purposes.
		3. Records created with electronic mail applications.	Delete when recordkeeping copy has been created.