INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-255-04-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by DAA-0255-2017-0010

Date Reported: 6/10/2021
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
National Aeronautics and Space Administration (NASA)

2 MAJOR SUBDIVISION
NASA Headquarters

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Patti F. Stockman, NASA Records Officer

5 TELEPHONE
(202) 358-4787

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 __________ 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
2/4/04

SIGNATURE OF AGENCY REPRESENTATIVE
Patricia F. Stockman, NASA Records Officer

TITLE
NASA Records Officer, NASA Headquarters, Code AO

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

NRRS Export Control Program Records

1 Records resulting from implementation of Export Control Program policies and procedures, including but not limited to export control training records, export clearance documentation (information sheets or forms), program audit reports, export licensing data, exceptions and exemptions logs of export control activities

Records held by Installation Export Control Office and Export Control Representatives

DISPOSITION

For paper records, send to the Federal Records Center five years after the export approval date or the expiration of the license, whichever is longer. Maintain electronic records on site. Delete/destroy when 10 years old

2 Electronic Mail and Word Processing System Copies
Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered by item 1 in these records schedules

Disposition Temporary Delete after recordkeeping copy has been produced

STANDARD FORM 115 (REV 3-91)
PREVIOUS EDITION NOT USABLE

NSN 7540-00-634-4084

S&WC 9/21/05 Send copy to HR.