

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-255-04-003**

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

This entire schedule was superseded by N1-255-10-004.

Nevertheless, DAA-0255-2013-0001 claimed to supersede crosswalk item 8/35.

**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  
NASA Headquarters

3. MINOR SUBDIVISION

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

5. TELEPHONE  
(202) 358-4787

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
*71-255-04-3*

DATE RECEIVED  
*7-13-2004*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *2 August 2005* ARCHIVIST OF THE UNITED STATES  
*Luis Bello*

**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 7 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 Fri, Jul 9, 2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patti F. Stockman</i>	TITLE NASA Records Officer, NASA Headquarters, Code VE
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>PROGRAM AND PROJECT RECORDS (See attached for proposed schedule.)</p> <p>Features of the new schedule:</p> <ul style="list-style-type: none"> <li>- 13 new schedule items replace 185 items in existing NASA Records Retention Schedules (NRRS) 7 &amp; 8. [Crosswalk will follow under separate cover.]</li> <li>- Media-neutral, covering any and all media &amp; formats, produced using any tool.</li> <li>- Aggregates records by historical value or operational value to program/project</li> <li>- Provides 3 retention values: permanent, long-term temporary (5-30 years), short-term temporary (2-15 years).</li> <li>- For Project flexibility, utilizes year "bands" within which temporary records may be destroyed by projects, depending on operational value of each type record to individual Projects.</li> <li>- Aggregates records with like retention value versus individual items for each piece of the Project record puzzle.</li> <li>- "Notes" at the end of the new schedule provide non-exhaustive lists of record examples for each retention value.</li> </ul> <p>NOTE: The new schedule will be incorporated into NRRS 8 as items 101-113. Crosswalk of affected current NRRS items to proposed new items included as an attachment to this proposed schedule.</p>		

**PROGRAM AND PROJECT RECORDS**

**What this schedule covers.** This schedule designates appropriate retention of NASA program and project records produced through compliance with NPR 7120.5 or other authorized project management practices. It provides for permanent retention of substantive and historically significant records, and temporary retention of other records until the Agency no longer needs them. The terms "program" and "project" are defined in the current versions of NPD 7120.4 and NPR 7120.5. This schedule applies to all activities performed as part of programs/projects whether designated "tasks," "work packages," or other terminology.

**What this schedule does not cover.** Records generated by some supporting activities such as procurement, financial management, property and supplies, personnel administration, and legal and patent issues are covered by other NASA records schedules. Questions about which schedules apply to specific records should be addressed to the Center Records Manager.

**Office(s) of Record.** As used in this schedule, Office of Record refers to that office holding the official record copy of a specific record when multiple copies are used across offices, projects and centers. Most typically this is the office that creates and maintains the record, although specific offices may be designated, when appropriate, to hold official records generated across the program or project. In some cases there may be more than one official copy of a record when it has separate independent functions in different organizations.

**Media.** This schedule covers records in any and all media, in any and all formats, and produced using any and all tools. Records may include, but are not limited to, word processing documents, presentation materials, statistical data, test data, spreadsheets, databases, e-mail, e-messages, photographic materials, audio materials, film and video materials, drawings, and artwork.

**How to use the Notes.** Notes 1, 2, and 3 list documents perceived to have permanent, long-term temporary, or short-term temporary value, respectively. These lists are intended to be inclusive rather than exclusive. They are to assist in selection, not to preempt selection. Program/project staff must exercise case-by-case judgment to ensure that permanent records are identified and retained while other records are destroyed appropriately. In cases of doubt about what item to apply, users of this schedule should contact their center records manager.

Item	If the records pertain to	and consist of	which are	then the records are
1	programs/projects relating to both manned and unmanned space flight, aerospace technology research, and basic or applied scientific research AND meeting one or more of the following criteria: are "first of a kind," establish precedents, produce major contributions to scientific or engineering knowledge, integrate proven technology into new products, or are/have been subject of widespread media attention or Congressional scrutiny.	records essential for understanding the history of a program/project from inception to completion defined by the stages in program/project's life. Note 1 contains a list of eight stages and potential records that might be created in each.	held at office of record	<b>permanent.</b> Cut off records at close of program/project or in 3-year blocks for long term programs/projects. Transfer to records center storage. Transfer to National Archives 7 years after cutoff. Special media records will be transferred in accordance with 36 CFR § 1228.270 (electronic records), 36 CFR § 1228.266 (audiovisual records), 36 CFR § 1228.268 (cartographic and architectural records), and/or current transfer instructions specific to individual formats.
2			all other copies	<b>temporary.</b> Destroy/delete when no longer needed.

Item	If the records pertain to	and consist of	which are	then the records are
3		records not required for documenting the history of the program/project as described in item 1, but which have operational value to the Agency throughout the life of the program/project. Note 2 contains examples that might be created in each program/project stage.	held at office of record	<b>temporary.</b> Destroy/delete between 5 and 30 years after program/project termination. See Note 4.
4			all other copies	<b>temporary.</b> Destroy/delete when no longer needed.
5		all other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.	held at office of record	<b>temporary.</b> Destroy/delete when between 2 and 15 years old. Do not retain longer than life of program/project plus 5 years. See Note 4.
6			all other copies	<b>temporary.</b> Destroy/delete when no longer needed.
7	programs/projects that do not meet the criteria stated in Item 1.	records of programs/projects that have operational value to the Agency throughout the life of the program/project. Notes 1 and 2 contain listings of records that may be included.	held at office of record	<b>temporary.</b> Destroy/delete between 5 and 30 years after program/project termination. See Note 4.
8			all other copies	<b>temporary.</b> Destroy/delete when no longer needed.
9		all other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.	held at office of record	<b>temporary.</b> Destroy/delete when between 2 and 15 years old. Do not retain longer than life of program/project plus 5 years. See Note 4.
10	all other copies		<b>temporary.</b> Destroy/delete when no longer needed.	
11	hard copy originals used to create imaged record copy on microfilm or electronic media	by definition duplicate materials because record copy is retained in another medium	held anywhere	<b>temporary.</b> Destroy/delete after (1) verification of microfilm or electronic record copy and (2) if record copy is electronic, verification that plans and procedures are in place to migrate records to accessible hardware and software as necessary throughout their retention period.

Item	If the records pertain to	and consist of	which are	then the records are
12	electronic copies of records created using electronic mail, messaging systems, paging systems and word processing applications and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic records created and maintained for the purpose of updating, revising, or disseminating.	copies that have no further administrative value after recordkeeping copy is created for retention under items 1, 3, 5, or 7. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories including those on hard disk, network drives, shared drives, and all other electronic applications that are used only to produce the recordkeeping copy.	held anywhere	<b>temporary.</b> Destroy/delete within 180 days after the recordkeeping copy has been produced.
13		copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	held anywhere	<b>temporary.</b> Destroy/delete when dissemination, revision, or updating is completed.

**Note 1.** Records covered by Items 1, 2, 7 and 8 potentially created in the stages of a project/program's life are those essential for future studies of a program or project. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgements by those familiar with a program/project's development and accomplishments. Included are:

**Records created at multiple stages.**

- \* Agendas, minutes and briefing materials of substantive meetings
- \* Budget and actual cost data (final figures)
- \* Directives
- \* Hazard, risk and safety analyses/assessments
- \* Independent and non-advocate reviews and assessments
- \* Material from major milestone and peer reviews including, but not limited to: concept, preliminary design, critical design, design certification, mission readiness, configuration, program/project requirements, and system requirements.
- \* Mission success criteria
- \* Newsletters and bulletins
- \* Partnering agreements
- \* Press releases
- \* Products of collaborative tools used to track or facilitate progress
- \* Program/project plans, including annual Program Operating Plans
- \* Public relations materials
- \* Requirements documents including: baseline system, data, software, interface, integration, testing, design, operations, performance, science and acceptance
- \* Testing and Operations Plans (*i.e.* : verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, quality, reliability, acceptance, and science)
- \* Specifications, drawings and associated lists used for hardware manufacture/fabrication, and related finding aids
- \* Substantive correspondence, memos, e-mails, photographs, and presentation materials.

**Formulation.** Records defining scope, objectives, technical performance requirements, cost, and schedules of program/project prior to initial formal approval, including:

- \* Announcements of opportunity (including research opportunity)
- \* Art work and drawings produced to illustrate concepts or designs
- \* Concept/configuration options and decision packages

Item	If the records pertain to	and consist of	which are	then the records are
		<ul style="list-style-type: none"> <li>* Concept definition documents</li> <li>* Estimates of budget and schedule options</li> <li>* Infrastructure and program/project needs assessment</li> <li>* Mission needs statement, and other mission needs documents</li> <li>* Preliminary configuration layouts</li> <li>* Preliminary operations plans</li> <li>* Procurement/acquisition plan</li> <li>* Program/project formulation authorizations</li> <li>* Requests for proposals</li> <li>* Statements about analysis of program/project value</li> <li>* Studies of available technology, conceptual options, feasibility trades, and sensitivity</li> <li>* Technology availability/readiness assessments</li> </ul>		
		<p><b>Approval.</b> Records documenting program/project as initially approved, and subsequent changes resulting from iterative process of defining concepts and requirements, including:</p> <ul style="list-style-type: none"> <li>* Approval status tracking and control files</li> <li>* Authorization/approval documents</li> <li>* Commitment agreements</li> <li>* Evaluation reviews</li> <li>* Intra-NASA center and external memoranda of understanding or agreement</li> </ul>		
		<p><b>Design development.</b> Records containing comprehensive information about design and development process, requirements, products, performance, and review, including:</p> <ul style="list-style-type: none"> <li>* Design and development plan</li> <li>* Design concept verification studies and reports</li> <li>* Operating plan</li> <li>* Verification of design concept studies and reports</li> </ul>		
		<p><b>Manufacture, fabrication and assembly.</b> Records that provide significant documentation of the construction, final assembly, and acceptance of as-flown hardware or as-operated ground-based experiments and any major changes to the original approved design, including:</p> <ul style="list-style-type: none"> <li>* Acceptance and end item review materials / packages for hardware eligible for museum display</li> <li>* Configuration inspection reviews</li> <li>* Manufacturing plans</li> </ul>		
		<p><b>Pre-launch system integration and verification.</b> Records that provide significant documentation of the process used to verify that a spacecraft is ready for launch, or a ground-based experiment is ready for operation, including:</p> <ul style="list-style-type: none"> <li>* Certification reports</li> <li>* Flight readiness review materials</li> <li>* Operations plans for testing, integration, calibration, interface, and reliability</li> <li>* Requirements documents for testing and verification</li> <li>* Test and operations plans: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, and quality/reliability</li> <li>* Test readiness review materials</li> <li>* Verification plans</li> </ul>		
		<p><b>Implementation and operations.</b> Records that provide significant documentation about how a mission/experiment was conducted, including:</p> <ul style="list-style-type: none"> <li>* Anomaly reports</li> <li>* Engineering and operations manuals</li> <li>* Engineering data necessary to establish operation of technical sub-systems</li> </ul>		

Item	If the records pertain to	and consist of	which are	then the records are
		<ul style="list-style-type: none"> <li>* Final versions of specifications, drawings, associated lists and related finding aids used for</li> <li>* Flight crew and mission controller reports or notes, audio tapes and imagery</li> <li>* Flight data files and timelines</li> <li>* Flight procedures manuals</li> <li>* Imagery in any format of mission operations</li> <li>* In-flight or on-orbit anomaly investigation reports and flight notes</li> <li>* Standards</li> </ul>		
		<p><b>Observational data.</b> Records containing physical sciences observational data created by both space- and earth-based platforms that are unique and cannot be extrapolated from other data sets or observations at a reasonable cost, including:</p> <ul style="list-style-type: none"> <li>* Copies of definitive data sets</li> <li>* Instrument operations</li> <li>* Copies of processed data and metadata, its analysis, and proposals for analysis, and related finding aids</li> <li>* Laboratory notebooks and logbooks</li> <li>* Proceedings</li> <li>* Studies and reports</li> </ul>		
		<p><b>Evaluation and termination.</b> Records documenting results of program/project, specific manned or unmanned flight or experiment upon completion, including:</p> <ul style="list-style-type: none"> <li>* Analyses of mission results</li> <li>* Final mission or experiment reports</li> <li>* Lessons learned studies</li> <li>* Mission/experiment reports (preliminary and final)</li> <li>* Mission failure or accident investigation records</li> <li>* Publications and conference proceedings</li> <li>* Restart notes</li> <li>* Substantive notes of scientists and other personnel not incorporated in other records</li> <li>* Summaries of accomplishments and problems</li> <li>* Termination notifications and related justifications</li> </ul>		
		<p><b>Note 2.</b> Records covered by Items 3, 4, 7 and 8 potentially created in the stages of a project/program's life are those essential for continuing operations and technology transfer. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgements by those familiar with a program/project's development and accomplishments. Included are:</p>		
		<p><b>Records created at multiple stages.</b></p> <ul style="list-style-type: none"> <li>* Configuration management control documentation including change requests and dispositions</li> <li>* Correspondence, memos, and e-mails related to any records described in Note 2</li> <li>* Interface control documents</li> <li>* Minutes of all Program Control Boards</li> <li>* Open action tracking files not included in major milestone review documentation</li> <li>* Periodic reports, status reviews and presentations whose substance is captured in major milestone reviews (see Note 1, Records created at multiple stages)</li> <li>* Problem reporting and corrective action reports</li> <li>* Quality assurance audit reports</li> <li>* Specifications and drawings of superseded systems with no historic interest, and related finding aids</li> <li>* Waivers</li> <li>* Work instructions and work authorization documents</li> </ul>		
		<p><b>Formulation,</b> including:</p>		

Item	If the records pertain to	and consist of	which are	then the records are
	<ul style="list-style-type: none"> <li>* Audits</li> <li>* Concept verification testing data</li> <li>* Environmental impact studies</li> <li>* Technical evaluations of proposals</li> <li>* Technology readiness demonstration results</li> </ul>			
	<p><b>Approval</b>, including:</p> <ul style="list-style-type: none"> <li>* Configuration audits</li> <li>* Failure modes analyses</li> <li>* Preliminary budget and cost estimates and studies</li> <li>* Preliminary design documents</li> <li>* Safety analysis reports</li> <li>* Work breakdown documents</li> </ul>			
	<p><b>Design development</b>, including:</p> <ul style="list-style-type: none"> <li>* Contract End Item (CEI) specifications redundant to the specifications in Note 1, Design development</li> <li>* Design performance analyses</li> <li>* Design reviews whose substance is captured in major milestone reviews (Note 1, records created at various</li> <li>* Design verification testing data</li> <li>* Test data developed for verification studies</li> </ul>			
	<p><b>Manufacture, fabrication and assembly.</b> Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including:</p> <ul style="list-style-type: none"> <li>* Acceptance data packages including test procedures and results for hardware not suitable for museum display</li> <li>* Audits</li> <li>* Engineering test and evaluation data</li> <li>* Final contract deliverable technical data requirements (complete set)</li> <li>* Hardware vendor lists</li> <li>* Material and parts lists</li> <li>* Qualification of flight hardware, test plans, and results</li> <li>* Quality and reliability test plans and results</li> <li>* System acceptance review documents</li> </ul>			
	<p><b>Pre-launch system integration and verification.</b> Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including processing documents for spacecraft, payloads, or experiments such as:</p> <ul style="list-style-type: none"> <li>* Discrepancy reports</li> <li>* Engineering support requests</li> <li>* Field engineering changes</li> <li>* Flight certifications</li> <li>* Modification instruction packages</li> <li>* Operations readiness review materials</li> <li>* Payload processing and integration</li> <li>* Pre-flight or pre-experiment test and verification data</li> <li>* Pre-ship review materials</li> <li>* Safety and mission assurance documents</li> <li>* Safety reviews</li> <li>* Test and assembly procedures</li> <li>* Test preparation sheets</li> </ul>			



Item	If the records pertain to	and consist of	which are	then the records are
<p>* Verification/validation of flight/test software</p> <p><b>Implementation and operations.</b> Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including:</p> <ul style="list-style-type: none"> <li>* Commands</li> <li>* Launch operations data</li> <li>* Principal investigators' user guides</li> </ul>				
<p><b>Observational data.</b> Records that do not meet the criteria for observational data described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc., including:</p> <p>(Exception: data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.)</p> <ul style="list-style-type: none"> <li>* Derived data sets</li> <li>* Engineering data necessary to establish operation of instruments</li> <li>* Raw experimental, observational, or engineering data (Exception: raw data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.)</li> </ul>				
<p><b>Note 3.</b> Records covered by Items 5, 6, 9 and 10 potentially created in the stages of a project/program's life have only limited short-term value. They include but are not limited to:</p> <ul style="list-style-type: none"> <li>* Budget and actual cost data (working files; for final figures see Note 1)</li> <li>* Action items from technical interchange meetings or management reviews not considered major milestones</li> <li>* Copies of presentation material maintained for personal reference containing no substantive notes</li> <li>* Internal center memoranda of understanding or agreement</li> <li>* Products of collaborative tools relating to administrative matters</li> <li>* Routine correspondence, e-mails, agendas, minutes</li> <li>* Small purchase justifications and related documents not maintained in official procurement files</li> <li>* Trip reports</li> </ul>				
<p><b>Note 4.</b> Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.</p>				

**Crosswalk of NRRS 7 and 8 to New Program/Project Schedule Items**  
**July 9, 2004**

<u>Old Schedule Location #</u>	<u>Type (Schedule 7)</u>	<u>New Schedule Location</u>
7/1	R& D correspondence	3 or 7
7/2A	R&D project control files Director's office and/or Headquarters program office	3 or 7
7/2B	Lab chiefs and supervising directors	3 or 7
7/2C	Other copies	4 or 8
7/3	R&D source data files	3 or 7
7/4A	R&D long range planning files Headquarters and responsible office	1 or 7
7/4B	Contributing offices (Hqs and Centers)	3 or 7
7/4C	Other offices/copies	4 or 8
7/5A1(a)	R&D project files – planning and approval Published reports, OPR	1 or 7
7/5A1(b)	Working papers	5 or 9
7/5A2	Unpublished reports	3 or 7
7/5A3(a)	Program/Project documentation Decisions and rationale	1 or 7
7/5A3(b)	Other records	5 or 9
7/5B1	Technical reports Office of primary responsibility (OPR)	1 or 7
7/5B2	Other copies	2 or 8
7/5C	Project lists	3 or 7
7/5D1	Planning files Official set	1 or 7
7/5D2	Other working/reference copies and Offices	4 or 8
7/5E	Administrative – R&D	5 or 9
7/6	R&D program manager control files	1 or 7
7/7A through 7/7E	Earth Observations Commercial Applications Program (SSC only)*  Selected EOCAP I proposals	Closed Series; continue in same location.
7/8	NASA research announcements (NRA)*	Accepted NRA: 1 or 7 Rejected NRA: 5 or 9
7/9A1	R&D Peer Review and Evals External Reviews - Accepted proposals	1 or 7
7/9A2	External Reviews – Rejected proposals	9
7/9B1	Internal Reviews – Accepted proposals	1 or 7
7/9B2	Internal Reviews – Rejected proposals	9
7/10A	PAD (Headquarters)	1 or 7
7/10B	PAD (Center)	5 or 9

Crosswalk of NRRS 7 and 8 to New Program/Project Schedule Items  
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7/11	Mgmt Project Files	5 or 9
7/12A	R&D Specification Files/OPR	1
7/12B	All other copies	2
7/13	Public Reactions to Major Projects	1 or 7
7/14A	*RTOP (Research and Technology Objectives and Plans Summary (RTOPS)) CENTERS	1 or 7
7/14B	All other copies	2 or 8
7/14C	Electronic copies	12 or 13
7/15	R&D CenterTest Scheduling	5 or 9
7/16	Human experimental and research data records – NASA 10 HERD	5
7/17	Institutional operating plan (IOP)	5 or 9
7/18A	Drawings – R&D facilities files Office delegated responsibility for maintenance of official records set	1
7/18B	Hard copies if maintained on aperture cards	2
7/18C	Other copies and offices	2
7/19A1	Financial Reports – contracts and grants Headquarters, OPR Copy, June issue	Remains as is.
7/19A2	Other issues	Remains as is.
7/19B	Other copies/offices	Remains as is.
7/20A	Allotment of funds (504s) Headquarters	Remains as is.
7/20B	Center	Remains as is.
7/21A	Budget and programming resources/apportionment files Correspondence	Remains as is.
7/21B1	Recurring reports of scientific research and development activities. Headquarters	Remains as is.
7/21B2	Other copies/offices	Remains as is.
7/21C1	Special Studies Headquarters	Remains as is.
7/21C2	Other copies/offices	Remains as is.
7/21D1	Apportionment and reapportionment schedules and memoranda schedules Headquarters	Remains as is.
7/21D2	Other copies/offices	Remains as is.
7/21E1	Budget report files Annual report	Remains as is.
7/21E2	Other copies/offices	Remains as is.

Crosswalk of NRRS 7 and 8 to New Program/Project Schedule Items  
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7/21F	Background working papers	Remains as is.
7/21G1	Budget estimates and justification files Copies prepared or consolidated in formally organized budget offices	Remains as is.
7/21G2	Working copies, background materials, all Other office/copies	Remains as is.
7/22	Program/Project operating plan (POP)	5 or 9
7/23A	Program/Project name files Case files of the Assoc Administrator for Public Affairs (HQS)	1 or 7
7/23B	Other Offices/copies	2 or 8
7/24A through 7/24C	RESOURCES AUTHORITY WARRANTS (506s)	Remain as is.
7/25A1	Airborne data acquisition General correspondence	Remains as is.
7/25A2	Financial reports	Remains as is.
7/25A3	Flight schedules	Remains as is.
7/25A4	Job orders	Remains as is.
7/25B	Maintenance records (current/historical)	Remains as is.
7/25C1	Platform Aircraft – operational Transferred aircraft records	Remains as is.
7/25C2	Aircraft no longer in inventory	Remains as is.
7/25C3	Current/active aircraft maintained in agency inventory	Remains as is.
7/25C4	CAD system	Remains as is.
7/25C5	Other offices/copies	Remains as is.
7/25D	Configuration management files – various aircraft	Remains as is.

**Crosswalk of NRRS 7 and 8 to New Program/Project Schedule Items**  
**July 9, 2004**

<u>Old #</u>	<u>Type</u> <b>(Schedule 8)</b>	<u>New #</u>
8/1	DIPEC Loan	Remains as is.
8/2A	Tool Drawing Files – Vellums, originals, & tracings	3
8/2B	All other copies	4
8/3	Data Files on Organic Materials used in Planetary Spacecraft construction	1
8/4A	R&D Corresp. – General Admin	5 or 9
8/4B	Proj. Correspondence – Other	3 or 7
8/4C	All Other Copies	4 or 8
8/5A1	R&D Project Files – Perm.	1
8/5A2	Temporary	3
8/5A3	All other copies	2
8/5B1	Nonselected Case Files	7
8/5B2	All other copies	8
8/6	Reserved	
8/7	Apollo Documentation	Closed Series; continue in same location.
8/8	Space Flight Experiment/Invest Reduced Data	1 or 7
8/9	CCB Records	3 or 7
8/10	Config Mgmt – Space Shuttle	1
8/11A	Design and engineering drawings for fabrication of display models and exhibits Original vellum drawings	3 or 7
8/11B	Other offices/copies	4 or 8
8/12A	Standards and specification files Office of primary responsibility (OPR)	1
8/12B	Other offices/copies	2
8/13	Advanced manned and unmanned mission studies	1 or 7
8/14A	Summary progress reports (R&D) Copies of reports retained by reporting office	3 or 7
8/14B	Feeder reports used for compilation of consolidated reports	5 or 9
8/14C	Consolidated reports consisting of an official file copy	1 or 7
8/15A	Pioneer spacecraft records Paper records	Closed Series; continue in same location.
8/15B	Magnetic tapes	Closed Series; continue in same location.

Crosswalk of NRRS 7 and 8 to New Program/Project Schedule Items  
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8/16	Project Control Files	3 or 7
8/17A1	R&D experimental projects data files Significant project data files	1
8/17A2	Non-significant project data files	7
8/17B	Data on electronic/computer media	1 or 7
8/17C	Data that has been fully incorporated into reports	5 or 9
8/17D	Other data files	5 or 9
8/18A	Atmospheric science data (KSC only) Lightning data	7
8/18B	LDAR records	7
8/19A	Planetary geoscience program records Principal investigator's (PI) files/records	9
8/19B	Other offices/copies	10
8/20A	Technical engineering publications files One record copy of each publication	3 or 7
8/20B	Camera-ready copy	5 or 9
8/21A	Laboratory notebooks (R&D) Bound serially numbered official laboratory notebooks	1 or 7
8/21B	Duplicated in technical reports or elsewhere	5 or 9
8/21C	All other notebooks/copies	5 or 9
8/22A1	Tracking and data acquisition - project minitrack analog charts Charts of selected stations	2 or 8
8/22A2	Charts of other stations	2 or 8
8/22B	Goddard Space Flight Center	1 or 7
8/23A1	Ground network program files Station Records	3
8/23A2	Program Planning Records	1
8/23B	Balloon and sounding rocket records	3
8/23C	Mission records	1
8/23D	Systems records - STDN	3
8/24A	Operating briefing files (R&D) Original documentation	5 or 9
8/24B	Other offices/copies	6 or 10
8/25A1a	MISSION OPERATION Video recordings  Johnson Space Center -- Items 1-4 (JSC only)	1
8/25A1b		1
8/25A1c		1

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8/25A1d		3
8/8/25A1e		3
8/25A2a		Remains as is.
8/25A2b		5
8/25A3a		1
8/25A3b		5
8/25A4		1
8/25A5	Kennedy Space Center - Items 5-8 (KSC only)	1
8/25A6		1
8/25A7		3
8/25A8a		1
8/25A8b		2
8/25B	Sts Video Tapes Of Minor Accidents, Mishaps, Or Malfunctions Says MINOR	3
8/25C1	Still Photos (KSC only)	1
8/25C2		1
8/25C3a		3
8/25C3b		3
8/25D1ai	Technical Engineering Operations And Support For The SSP (KSC only)	3
8/25D1aai		3
8/25D1abi		3
8/25D1abii		3
8/25D1ac		3
8/25D1adi		3
8/25D1adii		3
8/25D1ae		5
8/25D1afi		3
8/25D1afii		1
8/25D1afiii		3
8/25D1ag		5
8/25D2ai		3
8/25D2aai		3
8/25D2abi		11
8/25D2abii		3

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8/25D2c		3
8/25D3a		5
8/25D3b		3
8/25D3c		5
8/25D3d		5
8/25D3e		5
8/25D3f		5
8/25D3g		5
8/25D3h1		5
8/25D3h2		5
8/25D3h3		5
8/25D3i		5
8/25D4		5
8/25D5a		5
8/25D5b		5
8/25D6		5
8/25D7		6
8/26A1	Flight Readiness Review Files for STS 1 - 25	1
8/26A2	Flight Readiness Review files for STS-26 and continuing flights	1
8/26A3	All other installations and copies	2
8/26B1	Programmatic records	1
8/26B2	Project/Organization unique records	1
8/26B3	Electronic copies of records	12
8/27A1	SSP FDF – Flights STS 51L	1
8/27A2	SSP FDF – Flights STS-25 and continuing missions	1
8/27B	FDF Records Prior to STS-1	1
8/27C1	ISS Operational Records	1
8/27C2	ISS Operational Records	5
8/27C3	Records created with electronic mail applications	12
8/27.5A	Electronic database containing recommendation of program improvement	1
8/27.5B	Electronic copies	12
8/28A	Contractor Performance Evaluation Report: Project Manager's File	3
8/28B	Contractor Performance Evaluation Report: Headquarters	3



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8/29A	Operations Program Progress Report: OPR	1
8/29B	Operations Program Progress Report: All other offices/copies	2
8/30A	STS 51-L Data Repository (JSC only)	1
8/30B	STS 51-L Data Repository: All other installations	2
8/31A1	Audio Tapes - Manned Space Flights, etc.(JSC only): Master tapes	1
8/31A2	Audio Tapes – Manned Space Flights, etc. (JSC only): All other offices/copies	2
8/31B	Audio Tapes – Spacecraft and Launch Vehicle Testing	5
8/31C	Audio Tapes – Expendable Launch Vehicle Testing	5
8/32	Aircraft Crew Members Qualifications and Performance Records	Remains as is.
8/33	Kennedy Space Center Shuttle Training Certification System	Remains as is.
8/34	Johnson Space Center Astronaut Training	Remains as is.
8/35	Astronaut Selection Database	1
8/36A1(a)	Payload Processing: Paper records	11
8/36A1(b)	Payload Processing: Microfilm	3
8/36A2	Payload Processing: Entry control logs, etc.	3
8/36A3	Payload Processing: Operations, maintenance. ...	5
8/36B1	Payload Safety Data: Safety Office	3
8/36B2	Payload Safety Data: Payload Office	3
8/36B3	Payload Safety Data: All other offices/copies	4
8/36C1	Payload Data Tapes ... Automated test equipment, etc.	3
8/36C2(a)	Payload Data Tapes: CITE Tapes	5
8/36C2(b)	Payload Data Tapes: CAS Tapes	5
8/36C3	Payload Data Tapes: Payload checkout unit ....	3
8/36C4	Payload Data Tapes: Tapes relating to storage of database ....	5
8/36C5	Payload Data Tapes: Tapes relating of telemetry.....	3
8/36.5A	Safety, Reliability & Quality Assurance	1 or 3
8/36.5B	Problem Reporting and Corrective Action	7
8/36.5C1	Quality Assurance Surveillance: related to quality assurance audits....	Remains as is.

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8/36.5C2(a)	Quality Assurance Surveillance: stamp audit documents	Remains as is.
8/36.5C2(b)	Quality Assurance Surveillance: stamp issuance documents	Remains as is.
8/36.5C3	Quality Assurance Surveillance: electronic copies	Remains as is.
8/37	Occupational Safety and health administration (OSHA) citation files	Remains as is.
8/38A	RADIOACTIVE MATERIALS INSPECTION AND TEST FILES Office of Primary Responsibility	Remains as is.
8/38B	Other offices/copies	Remains as is.
8/39	RADIATION MONITORING AND DISPOSAL FILES	Remains as is.
8/40	RADIOACTIVE MATERIALS LICENSE FILES	Remains as is.
8/40.5	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) CITATION FILES	Remains as is.
8/41	HEALTH AND MEDICAL CASE HISTORIES OF ASBESTOS WORKERS	Remains as is.
8/41.5	CALIBRATION AND METROLOGY RECORDS	Remains as is.
8/42	ASBESTOS RECORDS	Remains as is.
8/43A through 8/43J	ENVIRONMENTAL RECORDS	Remains as is.
8/44A	Wind tunnel facility – R&D project (MSFC only)	Closed Series; remains in same location.
8/44B	National transonic wind tunnel (1980 - 1990) (LaRC only) This is a CLOSED Series	Closed Series; remains in same location.
8/44C	Wind tunnel records – general	7
8/45A	Facilities project case files Office of primary responsibility – Headquarters.	3 or 7
8/45B	Other offices/copies	4 or 8
8/46	PLANT ACCOUNTING FILES	Remains as is.
8/47A through 8/47E	AGENCY SPACE FILES	Remains as is.

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8/48A through 8/48F	REAL PROPERTY FILES	
8/49	HOUSE APPLICATION FILES	Remain as is.
8/50	WALLOPS FLIGHT FACILITY BASE HOUSING TENANT RECORDS - NASA 53 BHTR	Remain as is.
8/51	WHITE SANDS TEST FACILITY FEDERAL HOUSING ADMINISTRATION (FHA) 809 HOUSING PROGRAM - NASA 73 FHAP	Remain as is.
8/52	SHOP PLANNING AND LAYOUT FILES	Remain as is.
8/53A1	Federal structures design files Files selected for architectural, historical, and technological significance Drawings	Remain as is.
8/53A2	Models	Remain as is.
8/53B	Authorized projects	Remain as is.
8/53C	Unauthorized projects	Remain as is.
8/53D1	Drawings/specifications – active/on-going facilities  Original drawings/specifications and calculations	Remain as is.
8/53D2(a)	Voided drawings  Hard copy drawing	Remain as is.
8/53D2(b)	Microfilm copy	Remain as is.
8/53D3	Historical drawings	Remain as is.
8/53D4	Silver halide aperture cards of original drawings and/or microfilm of specifications	Remain as is.
8/53D5	All other office/copies	Remain as is.
8/54	C of F construction/design files - corp of engineer (KSC only)  CLOSED series of records	Closed Series; remains in current location.
8/55	C of F projects final reports	Remain as is.
8/56A through 8/56C	REPAIR AND UTILITY FILES	Remain as is.
8/56.5A through 8/56.5D	LIFTING EQUIPMENT	Remain as is.
8/57	Astronaut medical reports/records	Remain as is.
8/58	Medical records - Test subjects	Remain as is.