

**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 STI Program

3. MINOR SUBDIVISION

CASI

4. NAME OF PERSON WITH WHOM TO CONFER

Patti F. Stockman, NASA Records Officer

5. TELEPHONE

(202) 358-4787

**DO NOT WRITE IN THESE SPACES (NARA use only)**

JOB NUMBER

NI-255-04-4

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8/27/2004

ARCHIVIST OF THE UNITED STATES

Zain Bellard

**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 9 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

7/8/04

SIGNATURE OF AGENCY REPRESENTATIVE

Patti F. Stockman

TITLE

NASA Records Officer, NASA Headquarters, Code VE

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION10. ACTION  
TAKEN (NARA  
USE ONLY)

Scientific and Technical Information Records - miscellaneous items (See attached)

Included, for your information, in the attachment are sub-items that aren't changing, except some to be marked as "closed" because they are no longer produced. Because sub-items around them are still valid, I will simply label out-dated sub-items as closed, rather than deleting them entirely and marking a sub-item reserved.

The actual new items are sub-items:

7I2C

8C1(c)

9D

2100	7	<p><b>TECHNOLOGY UTILIZATION FILES</b></p> <p>A. <u>PUBLICATION ORDERS, MEMORANDA, AND REPORTS FILES</u></p> <p>Orders, memoranda, and reports between the Technology Utilization Office and the Scientific and Technical Information Office, relating to the use of STI's services. (This includes files created both by Headquarters and Centers.)</p> <p><b>This is a CLOSED SERIES.</b></p> <p>B. <u>TU CONFERENCE PROCEEDINGS (ANNUAL) (HQ ONLY)</u></p> <p>Finished published conference proceedings maintained and located at CASI (Center for AeroSpace Information).</p> <p>(Office of Primary Responsibility - NASA Headquarters, Code C)</p> <p>C. <u>TU CLIPPING FILE</u> (Maintained at CASI - Center for Aerospace Information)</p> <p><b>This is a CLOSED SERIES.</b></p> <p>Files of articles appearing in technical and trade magazines on the NASA TU Program (including current and after-the-fact articles), and the transfer of space technology to private industry.</p> <ol style="list-style-type: none"> <li>1. Clippings with no value (including those that do not directly relate to a specific project/program).</li> <li>2. Clippings of TU that have value and are related to a project/program.</li> <li>3. JPL ONLY: OPR</li> <li>4. All other office/copies.</li> </ol> <p>D. <u>TECHNICAL BRIEFS (TECH BRIEF)</u></p> <p>Office which originated the publication (OPR):</p> <ol style="list-style-type: none"> <li>1. Headquarters</li> </ol> <p>One record copy of each publication, including abstract, as located at CASI (NASA's Center for Aerospace Information).</p>	<p>DESTROY WHEN 2 YEARS OLD. &lt;DA: N1-255-94-1&gt; (N 23-5)</p> <p><b>* PERMANENT *</b> TRANSFER TO NARA IN 10 YEAR BLOCKS WHEN 30 YEARS OLD. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. &lt;DA: N1-255-94-1&gt; (N 23-6)</p> <p>PLACE CLIPPING IN SPINOFF CASE SEE ITEM I. OF THIS SCHEDULE. &lt;DA: N1-255-94-1&gt;</p> <p>RETIRE TO LOCAL RECORDS STORAGE WHEN 1 YEAR OLD. TRANSFER TO JPL ARCHIVES WHEN 10 YEARS OLD. DESTROY WHEN NO LONGER NEEDED. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER. &lt;DA: N1-255-94-1&gt;</p> <p><b>* PERMANENT *</b> RETIRE TO FRC 5 YEARS AFTER PUBLICATION. TRANSFER TO NARA WHEN 20 YEARS OLD. &lt;DA: N1-255-94-1&gt; (N 23-7)</p>
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Previous  
authority  
applies:  
N1-255-94-1

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE</u> <u>DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION</u> <u>&lt;Authority&gt;</u>
2130	7	<p>2. Centers: Innovator's working papers (including patent) relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, together with related showing inception, scope, and background.</p> <p>3. All other offices/copies.</p> <p>E. <u>TECHNICAL SUPPORT PACKAGE (TSP) FILES</u></p> <p>TSP files typically consist of basic technology that has not yet been transferred to a working/private-public organization. Files consist of a collection of technical documentation related to and describing aspects of the innovation reported in a NASA Tech Brief (Item D. above), including reproducible master copy (if any) and exclusive of duplicated copies of the TSP (if this is a patent, it is the basic documentation).</p>	<p>RETIRE TO FRC AT THE SAME TIME AS THE RELATED CASE FILES. DESTROY WHEN 10 YEARS OLD. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 5 YEARS OLD. &lt;DA: N1-255-94-1&gt;</p>
2131		<p>F. <u>TU DISSEMINATION FILES</u></p> <p>Preliminary, progress, and final reports of publications prepared or issued by contractors operating a Regional Technology Transfer Center (RTTC); COSMIC; or TAC, in cooperation with NASA and other contractors assisting the Technology Utilization Program dissemination efforts, and related correspondence.</p> <p>1. Headquarters - TU Office/Program</p> <p>2. All other offices/copies.</p>	<p>RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD. &lt;DA: N1-255-94-1&gt; (N 23-3)</p> <p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. &lt;DA: N1-255-94-1&gt; (N 23-4)</p> <p>DESTROY WHEN 2 YEARS OLD. &lt;DA: N1-255-94-1&gt;</p>
2170		<p>G. <u>NEW TECHNOLOGY FILES</u></p> <p>1. REPORTS</p> <p>These are new technology reports submitted to Technology Utilization Offices by in-house personnel or by contractors in accordance with the provisions of the contract's new technology clause (an annual report).</p> <p>(a) HQ and all other NASA Centers.</p> <p>(b) JPL ONLY. This is a CLOSED SERIES.</p>	<p>RETIRE TO FRC 3 YEARS AFTER RECEIVED. DESTROY WHEN 5 YEARS OLD. &lt;DA: N1-255-94-1&gt; (N 23-2)</p> <p>SEE DISPOSITION ABOVE.</p> <p>RETIRE TO LOCAL RECORDS STORAGE 3 YEARS AFTER RECEIVED. TRANSFER TO JPL ARCHIVES WHEN 10 YEARS OLD. DESTROY WHEN NO LONGER NEEDED. THESE RECORDS CANNOT BE RETIRED TO AN FRC. &lt;DA: N1-255-94-1&gt;</p>

Previous  
authority  
applies:  
N1-255-94-1

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE</u> <u>DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION</u> <u>&lt;Authority&gt;</u>
2170	7	<p>2. CONTRACT ADMINISTRATION OF CLAUSE</p> <p>Correspondence and documents, including copies of contracts, pertaining to administration of the new technology clause in contracts, especially to reporting and processing of innovations required to be reported.</p> <ul style="list-style-type: none"> <li>⊗ GSFC ONLY - This item applies to the Patent Office.</li> <li>⊗ HQ and all other NASA Centers.</li> </ul> <p>H. <u>TU APPLICATIONS FILES</u></p> <p>1. APPLICATION TEAM</p> <p>Reports, correspondence, minutes of meetings, etc. produced by the application team in identifying public sector opportunities for adaptive engineering.</p> <p>2. APPLICATION ENGINEERING PROJECT CASE FILES</p> <p>These files are maintained by the Program Manager who is located at NASA HQ, Code C, and consist of RTOP summaries, interim reports; and summaries in narrative format.</p> <p><b>NOTE:</b> Case files that are located at the respective lead installation and should be retired under Schedule 8, R&amp;D Project Case Files as a PERMANENT record series.</p> <p>I. <u>SPINOFF FILES</u></p> <p>1. SPINOFF CASE FILE</p> <p>Files are maintained by year and consist of research files which contain clippings, correspondence with companies, product literature, and interview notes and any other similar documentation or related materials.</p> <p>2. SPINOFF PUBLICATION</p> <p>(a) 1976 - 1990 One original finished/published document <b>This is a CLOSED SERIES.</b></p> <ul style="list-style-type: none"> <li>⊗ 1976 - 1986</li> <li>⊗ 1987 - 1990</li> </ul> <p>(b) 1991 - Continuing <b>This is a CLOSED SERIES.</b></p>	<p>RETIRE TO FRC 1 YEAR AFTER CONTRACT CLOSEOUT. DESTROY 10 YEARS AFTER FINAL PAYMENT OR CLOSEOUT. &lt;DA: N1-255-94-1&gt; (N 23-1)</p> <p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. &lt;DA: N1-255-94-1&gt;</p> <p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. &lt;DA: N1-255-94-1&gt;</p> <p>RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 20 YEARS OLD. &lt;DA: N1-255-94-1&gt;</p> <p><b>* PERMANENT *</b> TRANSFER TO NARA AS CITED BELOW:</p> <p>TRANSFER JANUARY 1, 1997. TRANSFER JANUARY 1, 2000. &lt;DA: N1-255-94-1&gt;</p> <p><b>* PERMANENT *</b> TRANSFER ONE COPY ANNUALLY TO NARA. &lt;DA: N1-255-94-1&gt;</p>
	New	(c) 2003 - Continuing	Transfer to NARA with STI publications of Item 8C1(c).

Previous  
authority  
applies.  
N1-255-94-1

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE</u> <u>DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION</u> <u>&lt;Authority&gt;</u>
2220	8	<p><b>SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS</b></p> <p>A. <u>PUBLICATIONS AND MATERIALS MAINTAINED BY OPR</u></p> <p>Published and processed documents prepared by NASA, such as technical reports, historical volumes, and informational materials.</p> <ol style="list-style-type: none"> <li>1. The office of primary responsibility will maintain one copy of each published or processed document together with related background papers reflecting a basis for the issuance or that contribute to the content of the publication, including coordination papers and comments.</li> </ol> <p>NOTE: It is the responsibility of the OPR to send/submit one record copy to CASI. See Sub-element C. of this Item.</p> <ol style="list-style-type: none"> <li>2. Working papers such as notes, rough drafts, background reports, and other such papers (exclusive of those described under Item 1.)</li> <li>3. All other offices/printed copies.</li> </ol> <p>B. <u>PUBLICATIONS AND MATERIALS NOT HELD AT CASI (CENTER FOR AEROSPACE INFORMATION)</u></p> <p>Record copy if maintained in duplicating or distribution unit, i.e., Education Office; Public Affairs; Mission Office(s), of each pamphlet, report, leaflet, poster, chart, booklet, regulation or similar or other published or processed documents, or the last manuscript report if not published.</p> <ol style="list-style-type: none"> <li>1. Record copy with the supporting papers which document the inception, scope, and purpose. (This item does not cover copies and related material retained in originating office.)</li> <li>2. All other office/copies.</li> </ol> <p>C. <u>PUBLICATIONS AND MATERIALS HELD/MAINTAINED AT CASI</u></p> <p>Record copy of scientific and technical publications, such as Technology Surveys, Technical Reports, Technical Notes, Technical Memoranda, Contractor Reports, and Special Publications. These are examples only and records should not be limited to this selection.</p>	<p>RETIRE TO FRC AT END OF SECOND FISCAL YEAR AFTER DOCUMENT IS PUBLISHED. DESTROY WHEN 10 YEARS OLD. &lt;DA: N1-255-94-1&gt; (N 1-28)</p> <p>DESTROY 1 YEAR AFTER DOCUMENT IS PUBLISHED. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY WHEN REFERENCE VALUE CEASES. &lt;DA: N1-255-94-1&gt;</p> <p>* PERMANENT * TRANSFER TO NARA WHEN 10 YEARS OLD. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY WHEN SUPERSEDED, OBSOLETE, NO LONGER NEEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS LATER &lt;DA: N1-255-94-1&gt;</p> <p><i>Previous authority applies: N1-255-94-1</i></p>

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE</u> <u>DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION</u> <u>&lt;Authority&gt;</u>
	8	<p>1. Office of primary responsibility (CASI).</p> <p>(a) Microfiche copies <b>This is a CLOSED SERIES.</b>  <b>Microfiche production discontinued at the end of 2002.</b>  <b>For Post-2002 records see Item 8.1.c</b>  (1) MASTER</p> <p>One silver original and one diazo copy.  (Starting - Post 1993)</p> <p>(2) ALL OTHER COPIES</p> <p>(b) Paper copy. <b>This is a CLOSED SERIES.</b>  (1) Pre-1958</p> <p>(2) 1958 - 1978 (That have not been microfilmed.)</p> <p>(3) 1979 - 1993 (That have not been microfilmed.)</p> <p>(4) 1994 to present that have not been microfilmed.</p> <p>(5) Paper copies that have been microfilmed dated 1958 to present.</p>	<p>* PERMANENT *  TRANSFER TO NARA WITHIN  1 YEAR AFTER FILMING  &lt;DA: N1-255-94-1&gt; (N 23-7)</p> <p>DESTROY WHEN NO LONGER  NEEDED OR WHEN REFERENCE  VALUE CEASES. RECORDS  CANNOT BE RETIRED TO AN  FRC.  &lt;DA: N1-255-94-1&gt;</p> <p>* PERMANENT *  A SEPARATE SF-115 MUST BE  SUBMITTED TO NARA AFTER  COMPLETION OF  COMPREHENSIVE INVENTORY  IN FY-1996.  &lt;DA: N1-255-94-1</p> <p>* PERMANENT *  TRANSFER TO NARA WHEN 25  YEARS OLD (2003) OR SOONER.  &lt;DA: N1-255-94-1&gt;</p> <p>* PERMANENT *  TRANSFER TO NARA WHEN 10  YEARS OLD (2003) OR SOONER.  &lt;DA: N1-255-94-1&gt;</p> <p>* PERMANENT *  TRANSFER TO NARA WHEN  1 YEAR OLD.  &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY (AFTER  VERIFICATION OF MICROFILM)  WHEN NO LONGER NEEDED FOR  REFERENCE OR WHEN 60 YEARS  OLD, WHICHEVER IS SOONER.  RECORDS CANNOT BE RETIRED  TO AN FRC.  &lt;DA: N1-255-94-1&gt;</p>

Previous  
authority  
applies:  
N1-255-94-1

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE <u>DESCRIPTION OF RECORD SERIES</u>	RETENTION <Authority>
	8  New	(c) Portable Document Format (PDF) Searchable Image Exact (or Other NARA Approved Electronic Format) Copies.  2003 - Continuing	*PERMANENT*  TRANSFER TO NARA ANNUALLY IN ACCORDANCE WITH NARA APPROVED TRANSFER GUIDANCE.
		<p>D. <u>DOCUMENT AVAILABILITY AUTHORIZATION (DAA) RECORDS</u></p> <p>1. Papers submitted for approval of and released through scientific and technical organizations EXTERNAL to NASA.</p> <p>(a) Documentation consists of the original paperwork submitted for each paper:</p> <ul style="list-style-type: none"> <li>⊗ NF 1676 (or old FF427), "NASA Scientific and Technical Document Availability Authorization (DAA)";</li> <li>⊗ Abstract of the paper cited on the NF 1676 (or old FF427);</li> </ul> <p><u>JSC ONLY</u></p> <p>In addition to the above documentation, JSC authors are required to provide:</p> <ul style="list-style-type: none"> <li>⊗ JSC Form 548, "Approval and Funding for Technical Presentations, Technical Papers, and Journal Articles for External Audiences."</li> </ul> <p>(b) All other copies/centers.</p> <p>2. Papers submitted for publication in the NASA Scientific and Technical Reports Series.</p> <p>(a) Records document both Center and NASA Headquarters approval of reports by civil servant and contractor authors for publication in the NASA STI Report Series. Documentation consists of:</p> <ul style="list-style-type: none"> <li>⊗ FF427 (DAA);</li> <li>⊗ Report Documentation Page (SF 298); or an Abstract of; or an Introduction to the Report;</li> </ul> <p><u>JSC ONLY</u></p> <p>In addition to the above, JSC authors (as opposed to a contractor author) are required to provide:</p> <ul style="list-style-type: none"> <li>⊗ JSC Form 155, "Processing Scientific &amp; Technical Publications."</li> </ul>	<p>DESTROY 2 YEARS AFTER MEETING OR PUBLICATION DATE CITED ON THE FF427 (DAA FORM) OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY NO LATER THAN 5 YEARS AFTER DATE OF PUBLICATION OR WHEN 6 YEARS OLD, WHICHEVER IS SOONER. &lt;DA: N1-255-94-1&gt;</p>

Previous  
authority  
applies:  
N1-255-94-1

<u>AFS#</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE</u> <u>DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION</u> <u>&lt;Authority&gt;</u>
	8	(b) All other copies/centers.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
		E. <u>AUTHOR'S FILES/RECORDS</u>	
		1. AUTHOR'S WORKING PAPERS	
		Working papers relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, and related papers.	DESTROY WHEN 15 YEARS OLD <DA: N1-255-94-1>
		2. SPECIAL AUTHOR FILES (GRC)	
		(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
		(b) Camera-ready copy of text and figures and related negatives, supporting papers which document the inception, scope, and purpose, including editorial notes.	DESTROY 20 YEARS AFTER SEPARATION, TRANSFER, OR TERMINATION OF EMPLOYEE. <DA: N1-255-94-1>
		F. <u>EDITED MANUSCRIPT FILES</u>	
		1. HQ STI FILES	
		(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each publication.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
		(b) Camera-ready copy of Special publications, including original art, figures, cover design, and title page.	TRANSFER TO FRC 6 MONTHS AFTER DOCUMENT IS PUBLISHED. DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1>
		2. E-FILES (GRC STI FILES)	
		(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.	
		(1) 1981-1983	DESTROY JANUARY 1996. <DA: N1-255-94-1>
		(2) 1984-1989	DESTROY JANUARY 1997. <DA: N1-255-94-1>
		(3) 1990-1993	DESTROY JANUARY 1998. <DA: N1-255-94-1>
		(4) 1994 and Continuing.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>

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N1-255-94-1



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	8	<p>(b) Camera-ready copy of text, figures, related negatives, and supporting papers which document the inception, scope, and purpose, including editorial notes.</p> <p>(1) 1981-1983</p> <p>(2) 1984-1989</p> <p>(3) 1990-1993</p> <p>(4) 1994 and Continuing.</p> <p>G. <u>OTHER STI PUBLICATION FILES</u></p> <p>1. Other locally published reports NOT included in the "formal" series list above.</p> <p>2. GLENN - Locally published Reports NOT included in FORMAL series.</p> <p>(a) B-FILES</p> <p>(1) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.</p> <p>(2) Camera-ready copy of text, figures, related negatives, and supporting papers, which document the inception, scope, and purpose, including editorial notes.</p> <p>(b) RECURRING B-FILES</p> <p>(1) See Description in a.(1) above.</p> <p>(2) See Description in a.(2) above.</p>	<p>DESTROY JANUARY 1996. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY JANUARY 1999. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY JANUARY 2003. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY WHEN 10 YEARS OLD. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY WHEN REFERENCE VALUE CEASES. &lt;DA: N1-255-94-1&gt; (N 23-8)</p> <p>DESTROY 2 YEARS AFTER PUBLICATION. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY WHEN 10 YEARS OLD. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY 2 YEARS AFTER PROGRAM TERMINATION, CANCELLATION, COMPLETION, UPON FACILITY CLOSURE, OR WHEN 5 YEARS OLD, WHICHEVER IS LATER. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY 10 YEARS AFTER PROGRAM TERMINATION, CANCELLATION, COMPLETION, UPON FACILITY CLOSURE, OR WHEN 15 YEARS OLD, WHICHEVER IS LATER. &lt;DA: N1-255-94-1&gt;</p>

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Previous authority applies: N1-255-94-1	8	<p>(c) PROJECT-RELATED FILES</p> <p>(1) See Description in a.(1) above.</p> <p>(2) See Description in a.(2) above.</p> <p>H. <u>ALL OTHER OFFICES/COPIES</u></p>	<p>DESTROY 2 YEARS AFTER PROJECT TERMINATION, CANCELLATION, OR COMPLETION. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. &lt;DA: N1-255-94-1&gt;</p> <p>DESTROY WHEN REFERENCE VALUE CEASES OR WHEN NO LONGER NEEDED. &lt;DA: N1-255-94-1&gt;</p>
	2220 9	<p><b>STI DATABASE ACCESSION SERIES – ELECTRONIC</b></p> <p>A. <u>STAR, IAA, LSTAR, CSTAR</u></p> <p>These files consist of documentation and material related to the STI databases: Scientific and Technical Aerospace Reports (STAR), International Aerospace Abstracts (IAA), Limited Scientific and Technical Aerospace Reports (LSTAR). These are the on-line bibliographic files to the NASA STI accessioned series.</p> <p><b>This is a CLOSED SERIES.</b></p> <p>B. <u>RECON/ARIN</u></p> <p>RECON, ARIN, or any other library management or bibliographic information system currently supporting CASI or any other NASA libraries, or any that will be developed EXCLUDING full text or image. (This is RESTRICTED to NASA only and does not include other organizations full-text databases, i.e., on-line newspapers, or reference documents.)</p> <p><b>This is a CLOSED SERIES.</b></p> <p>C. <u>IAA / IAA ALTERNATE FILES</u></p> <p>These files consist of electronic records and documentation related to the STI databases. [International Aerospace Abstracts (IAA)]</p> <p><b>This is a CLOSED SERIES.</b></p>	<p>* PERMANENT *</p> <p>PRODUCE IN TAPE FORMAT AND TRANSFER TO NARA EVERY 5 YEARS BEGINNING IN 1995. &lt;DA: N1-255-94-1&gt;</p> <p>DELETE WITH RELATED RECORDS OR WHEN THE AGENCY DETERMINES THAT THEY ARE NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR OTHER OPERATIONAL PURPOSES, WHICHEVER IS LATER. [GRS 20-9]</p> <p>DESTROY WHEN REFERENCE VALUE OR AGENCY NEED CEASES. &lt;DA: N1-255-94-1&gt;</p>
	New	<p>D. <b>NASA STI DATABASE</b></p> <p>Metadata records that contain abstracts and summarize record copy materials transferred to CASI under Item 8.c.1.c.</p>	<p>*PERMANENT*</p> <p>TRANSFER TO NARA ANNUALLY</p>