

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>71-255-06-1</i>	
1. FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		DATE RECEIVED <i>9-6-2006</i>	
2. MAJOR SUBDIVISION NASA Headquarters		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Patti F. Stockman, NASA Records Officer	5. TELEPHONE (202) 358-4787	DATE <i>11/15/07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>8/31/2006</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 GRS OR SUPERSEDED JOB CITATION	10.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)
NRRS 1/22	<p>Management Records</p> <p>The attached proposed schedule revision will replace current NRRS 1/22 "Records of Top Management Officials" in its entirety.</p> <p>It is being proposed in order to cover the management files of all NASA offices and to differentiate between mission-oriented technical organizations and those functional organizations related to Agency or Center infrastructure or operations.</p>	Entire NRRS 1, Item 22; NARA DA: N1-255-94-1	

SA 11/15/07 copies sent to Agency, NR

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE</u> <u>DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION</u> <u><Authority></u>
1216	22	<p>Records of Management</p> <p>Records created and received by NASA management not included in a specific case file (see Note 1).</p> <p>A. Records created and received in any and all media that substantially document the development and management of NASA policy, operations, and programs. Often arranged as general subject files, they typically include briefings; reports; presentations; studies; substantive correspondence, email, and informal notes; and other documents that respond to and decide matters affecting the office's operation and guidance. Also included are calendars, appointment books, schedules, logs, diaries, and journals that document appointments, telephone calls, conferences, meetings, trips, and other activities and communications while serving in an official capacity. These records document substantive work carried on by the office. [Program and Project Managers see Note 1.]</p> <ol style="list-style-type: none"> 1. Administrator, Center Directors, their deputies and associates who help execute the functions of the Administrator and Center Directors; and heads of Agency or Center Mission Directorates or other direct mission support offices. 2. Heads of all other offices (functional offices concerned with Agency or Center infrastructure and administration) such as CIO, CFO, Human Capital, Facility Operations organizations, etc. 	<p>PERMANENT * CUT OFF AT END OF FISCAL OR CALENDAR YEAR. RETIRE TO ERC WHEN 5 YEARS OLD IN 5 YEAR BLOCKS. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 1-1)</p> <p>TEMPORARY. CUT OFF AT END OF FISCAL OR CALENDAR YEAR. DESTROY OR DELETE BETWEEN 5 AND 15 YEARS AFTER CUTOFF.</p> <p><i>Withdrawn</i></p>

(New item)

<p>(New item)</p>	<p>B. Records in any and all media created or received at any management office relating to internal administration or housekeeping activities rather than the functions for which the office exists. Includes, but is not limited to: office organization, procedures, and communications; funds expenditure; personnel administration including training and travel; and office space, supplies, services, equipment and utilities. Also includes correspondence, email and other material lacking long-term value.</p>	<p>TEMPORARY. CUT OFF AT END OF FISCAL OR CALENDAR YEAR. DESTROY OR DELETE BETWEEN 2 AND 5 YEARS AFTER CUTOFF.</p>
<p>(New item)</p>	<p>C. All other copies of records described in A or B above.</p> <p>Note 1: Records described by items 22A and 22B that are specific to individual programs or projects are covered by Schedule 8, items 101-113.</p> <p>Note 2: Other general records—transitory files, suspense files, etc.—are covered by Schedule 1, item 78.</p>	<p>NON-RECORD. DESTROY WHEN NO LONGER NEEDED.</p>