**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:**  
4/22/2008  
**SIGNATURE OF AGENCY REPRESENTATIVE:**  
Patti F. Stockman  
**TITLE:**  
NASA Records Officer, NASA Headquarters, Code AO

**7. ITEM NO.**  
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

NRRS Calibration and Metrology Records  
8/41.5

The attached proposed schedule revision will replace current NASA Records Retention Schedules (NRRS) 8/41.5 "Calibration and Metrology Records" in its entirety. The existing schedule sub-item 1 directs the user to NRRS 8, Items 101 and 103. This direction was in error in that the record copies of these records are maintained by NASA Center Calibration organizations.

None of the remaining sub-items of the existing NRRS listing have previously been scheduled.

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**LEAVE BLANK (NARA use only)**

**JOB NUMBER:**  
N1-255-08-1

**DATE RECEIVED:**  
5/10/08

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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:**  
4/22/2008  
**ARCHIVIST OF THE UNITED STATES:**  

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115-109  
NSN 7540-00-634-4064  
PREVIOUS EDITION NOT USABLE  
STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA  
36 CFR 1228
<table>
<thead>
<tr>
<th>AFS #</th>
<th>ITEM</th>
<th>SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES</th>
<th>RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8730</td>
<td>41.5</td>
<td>CALIBRATION AND METROLOGY RECORDS</td>
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<td></td>
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<td>Records created and received in any and all media that</td>
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<td></td>
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<td>detail calibration and metrology products and services</td>
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<td>used in the course of Agency operations. Documents</td>
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<td></td>
<td></td>
<td>relating to design, inspection, testing, and servicing</td>
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<td></td>
<td>of equipment and materials used to meet calibration and</td>
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<td></td>
<td></td>
<td>or metrology requirements. Reference NASA Directive for</td>
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<td>Metrology and Calibration. Record cut off is the date</td>
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<td>the piece of equipment is exceeded or no longer in NASA</td>
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<td></td>
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<td>inventory, unless otherwise noted. Calibration records</td>
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<td></td>
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<td>of equipment used as inspection, measuring, or test</td>
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<td>equipment on Programs/Projects, Research and Development</td>
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<td>activities and internally to the Calibration &amp; Metrology</td>
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<td>Facility as Calibration Standards.</td>
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<td>1. Office of Record shall be the on-Center Calibration</td>
<td>Destroy 5 to 10 years after the equipment is exceeded</td>
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</tbody>
</table>