

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
NI-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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES

12/2/08 

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>4/22/2008</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 GRS OR SUPERSEDED JOB CITATION	10.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)
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NRRS Calibration and Metrology Records
8/41.5

Entire NRRS 8/Item 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.

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION
8730	41.5	CALIBRATION AND METROLOGY RECORDS	
	A-	Records created and received in any and all media that detail calibration and metrology products and services used in the course of Agency operations. Documents relating to design, inspection, testing, and servicing of equipment and materials used to meet calibration and/or metrology requirements. Reference NASA Directive for Metrology and Calibration. Record cut off is the date the piece of equipment is excessed or no longer in NASA inventory, unless otherwise noted.	
		<p>Calibration records of equipment used as inspection, measuring, or test equipment on Programs/Projects, Research and Development activities and internally to the Calibration & Metrology Facility as Calibration Standards.</p> <p>1. Office of Record shall be the on-Center Calibration & Metrology Services Facility or the on-Center Government-owned metrology database. If no on-Center Calibration & Metrology Services Facility or Government-owned database exists, the Office of Record shall be the person to whom the equipment is assigned.</p>	Destroy 5 to 10 years after the equipment is excessed or no longer in NASA inventory.
		2. Copies held by Program and Project Offices	Retain per retention schedule for Program/Project case file. See Schedule 8, items 8/103, 8/107.
		3. All Other Copies (reference copies)	Destroy when no longer needed
		B. Documents used to demonstrate compliance with NASA Directive for Metrology and Calibration. Examples of records/documents may include, but are not limited to, internal and external audits, interval analysis, and calibration quality checks.	Cut off upon audit, analysis or quality check. Delete 5 years after cut-off.