

Replaces Schedule 3, item 33 (AFS 3400)

DESCRIPTION OF RECORDS SERIES

RETENTION

NOTE: For inputs into, outputs from, and documentation of Training e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).

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|--------------|---|---|
| A | General records in any format documenting NASA training, including but not limited to administration, training calendars, schedules, and announcements, course descriptions, objectives, registration and rosters, reports, and tests | DESTROY OR DELETE WHEN 5 YEARS OLD
[NEW] |
| | | |
| B | Training materials | |
| 1 | Unique training materials in any format related to NASA's mission, such as astronaut, payload processing, on-board flight crew training, etc | PERMANENT CUT OFF WHEN SUPERSEDED OR OBSOLETE
TRANSFER TO NARA 7 YEARS AFTER CUTOFF
[NEW] (N 15-39) |
| 2 | Routine training materials in any format, including but not limited to record copy of manuals, syllabuses, textbooks, and on-line packages | DESTROY WHEN SUPERSEDED OR OBSOLETE
[NEW] |
| C | With the exception of D below, all training records in any format that are specifically linked to individuals, such as training plans, course completion, certifications resulting from training, test results, on-the-job training, and competencies | DESTROY OR DELETE 5 YEARS AFTER SEPARATION OF EMPLOYEE OR WHEN NO LONGER NEEDED, WHICHEVER COMES FIRST
[NEW] |
| D | Johnson Space Center (JSC) All training records in any format linked specifically to Astronauts | SEE NRRS 8/34 |
| E | All non-record copies, in any format, of records in above 4 items | DELETE OR DESTROY WHEN NO LONGER NEEDED
[NEW] |

Non Record Material