

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
01-255-09-3

DATE RECEIVED
9/1/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
11/11/09 [Signature]

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: 8/31/2009
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>This schedule consolidates items from the current rather repetitive schedule item NRRS 3/33 It will replace NRRS 3/33 in its entirety</p> <p>Proposed new schedule (see attached)</p>		

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).

- | | | |
|--------------|---|---|
| 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