

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 NF-255-107	DATE RECEIVED 10/7/09
1 FROM (Agency or establishment) National Aeronautics and Space Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION NASA Headquarters		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		DATE	ARCHIVIST OF THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER Patti F Stockman, NASA Records Officer	5 TELEPHONE (202) 358-4787	<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 Wed, Oct 7, 2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patti F Stockman</i>	TITLE
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	In order to clean up and clarify existing retention schedules for STI records, the proposed revision will replace Schedule 2/Items 8 and 9 in their entreties Proposed revised sshedule (see attached)		

Replaces Schedule 2, Item 8 and 9 (AFS 2200 and 2220)

<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>
2220	8	<p>SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS</p> <p>Scientific and Technical Information (STI) is defined as the results (facts, analyses, and conclusions) of basic and applied scientific, technical, and related engineering research and development STI also includes management, industrial, and economic information relevant to this research as well as papers submitted for NASA approval and released to other scientific and technical organizations EXTERNAL to NASA for publication and dissemination (e g , journal articles or conference papers)</p> <p>A <u>PUBLICATIONS</u></p> <p>Published and processed documents prepared by NASA, such as technical reports, historical volumes, journal articles, conference papers, and informational materials</p> <p>1 One copy of each publication submitted to Center for AeroSpace Information (CASI) as STI, as well as processing forms, such as Report Documentation Page (SF 298) and Document Availability Authorizations (DAAs)</p> <p>2 Related background papers, working papers such as notes, rough drafts, background reports and interim reports, and other such papers reflecting a basis for the issuance or that contribute to the content of the publication, including coordination papers and comments retained either by publication office or author(s)</p> <p>B <u>PUBLICATIONS AND MATERIALS HELD/MAINTAINED AT CASI</u></p> <p>1 Record copy of scientific and technical publications, including, but not limited to, Technical Publications, Technical Memoranda, Contractor Reports, Conference Publications, Technical Translations, Special Publications, conference and meeting papers, conference presentations, journal articles, and other forms of STI listed in NPR 2200 2</p> <p>2 Record copy of Document Availability Authorization (DAA) for each STI document</p>	<p>DESTROY/DELETE 5 YEARS AFTER DATE OF PUBLICATION OR WHEN REFERENCE VALUE CEASES WHICH EVER IS LATER</p> <p>DESTROY/DELETE 15 YEARS AFTER DOCUMENT IS PUBLISHED <DA N1-255-94-1></p> <p>*PERMANENT* TRANSFER TO NARA ANNUALLY IN ACCORDANCE WITH NARA APPROVED TRANSFER GUIDANCE <DA N1-255-04-4></p> <p>RETAIN AT CASI DESTROY/DELETE WHEN REFERENCE VALUE CEASES OR WHEN NO LONGER NEEDED <DA N1-255-10-1></p>
		C Other locally published reports NOT included in "formal" STI series	DESTROY/DELETE WHEN REFERENCE VALUE CEASES <DA N1-255-94-1> (N 23-8)
		D <u>ALL OTHER COPIES</u> of any material in items A, B, and C, and their subitems	DESTROY/DELETE WHEN REFERENCE VALUE CEASES OR WHEN NO LONGER NEEDED <DA N1-255-94-1>
2220	9	<p>STI DATABASE ACCESSION SERIES</p> <p><u>NASA STI DATABASES</u></p>	

Replaces Schedule 2, Item 8 and 9 (AFS 2200 and 2220)

	NASA funded or sponsored metadata records that contain abstracts, availability authorization and summarize records copy materials maintained by CASI under Item 8 B	*PERMANENT* TRANSFER TO NARA ANNUALLY <DA N1-255-04-4>
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1383	59	<p>PUBLIC AND INTERNAL NASA AWARENESS PUBLICATIONS</p> <p>Wall Sheets, posters, awareness and educational materials, relating to the programs and mission of the Agency done at NASA's request (This series does not include contractor generated and produced material over which NASA has no control, or incidental posters such as blood drives, Combined Federal Campaign, Thrift Savings Program, etc)</p>	
		A Official record copy	<p>* PERMANENT *</p> <p>TRANSFER 2 COPIES ANNUALLY DIRECTLY TO NARA</p> <p><DA N1-255-94-1></p>
		B All other copies	Destroy when no longer needed

Replaces Schedule 2, Item 8 and 9 (AFS 2200 and 2220)

Crosswalk All items understood to be in NPR 1441.1D change 4, Schedule 2.

<i>Current</i>	<i>New</i>	<i>Retention change</i>
8.A 1	8.A.1	-5
8.A 2	8 A 2	+14
8 A 3	8 D	0
8 B	1/59	0
8 B.1	1/59	0
8 B.2	8 D	0
8 C	8.B	0
8 C 1	Remove closed series	
8 C.1 a	Remove closed series	
8 C 1 b	Remove closed series	
8 C 1 C	8 B	0
8 D	8 A 1	0
8 D 1 a	8 A	0
8 D 1 b	8 D	0
8 D 2 a	8.A	0
8 D 2 b	8 D	0
8 E 1	8 A 2	0
8 E 2	Removed center specific	
8.F	Remove closed series	
8 G	Remove closed series	
8 H	8 D	0
9 A	Remove closed series	
9 B	Remove closed series	
9 C	Remove closed series	
9 D	9	0