

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 <i>NI-255-10-3</i>	DATE RECEIVED <i>10/28/09</i>
1 FROM (Agency or establishment) NASA Headquarters		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>14th Jul</i>	
4 NAME OF PERSON WITH WHOM TO CONFER Patti F Stockman	5 TELEPHONE (202) 358-4787	ARCHIVIST OF THE UNITED STATES <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 2 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 Fri, Oct 23, 2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patti F Stockman</i>	TITLE NASA RECORDS OFFICER
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>This revision was necessary to consolidate current retention schedules for Education records and broaden records description to cover current and future Education project records</p> <p>Proposed revised schedule (see attached)</p>		

Proposed revision to entirely replace NRRS 1/32, 68 and 69

AFS #	ITEM	Subject Area or Record Title Description of Record Series	Retention <Authority>
1392	68	<p>EDUCATION PROGRAM</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites</p> <p>Note For inputs into, outputs from, and documentation of, Quality Management 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)</p>	
		A General records (in any format) of program administration not linked to specific projects or education packages	DESTROY OR DELETE WHEN 5 YEARS OLD [NEW]
		B Records and documentation (in any format) related to the operation and functions of specific NASA Education programs, projects, and activities/opportunities	
		1 Project management records documenting basic information about projects and/or opportunities, including basic project descriptions, funding amounts and sources, project managers, and NASA Centers	DESTROY OR DELETE WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LONGER [NEW]
		2 Administrative records including but not limited to funding management, calendars, schedules, correspondence, announcements, course descriptions, objectives, registration, and rosters	DESTROY OR DELETE WHEN 5 YEARS OLD [NEW]
		3 Curriculum materials for use by instructors or students, including but not limited to record copy of manuals, syllabuses, textbooks, and on-line packages	PERMANENT TRANSFER TO NARA 7 YEARS AFTER SUPERSEDED OR OBSOLETE [NEW]
		<p>C Records of participants (in any format), maintained either as individual files identified by individual name or number, or in aggregated files of multiple participants identified by name or number, including but not limited to application forms, personal information supplied by the individuals, transcripts, proposals, and letters of recommendations</p> <p><i>Records that contain "Personally Identifiable Information" must be managed per guidance of NASA and Federal privacy policies</i></p>	DESTROY OR DELETE 5 YEARS AFTER LAST ACTIVITY WITH THE FILE [NEW]

Proposed revision to entirely replace NRRS 1/32, 68 and 69

	<p>D Survey responses and other feedback (in any format) from project participants and the general public concerning NASA educational programs, including interest area preferences, participant feedback, and reports of experiences in projects</p> <p><i>If Records contain "Personally Identifiable Information," they must be managed per guidance of NASA and Federal privacy policies</i></p>	<p>DESTROY OR DELETE WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LONGER [NEW]</p>
	<p>E All non-record copies, in any format, of records in items A-D</p>	<p>Destroy when no longer needed</p>
<p>69</p>	<p>EDUCATIONAL PUBLICATIONS</p> <p>A quarterly publication containing information for teachers on NASA's recent past, and future educational activities/programs, such as "Report to Educators" and "Educational Horizons," etc</p>	<p>ITEM DISCONTINUED RECORDS NOW COVERED BY ITEM 1/59</p>

Now Record

Withdrawn from Agency Equival

Other Enclosures:

Electronic Information Systems – mapped to schedules

Crosswalk of current schedules to proposed schedules

Crosswalk: NRRS 1/32, 68 and 69 to proposed new schedule items

<i>Current</i>	<i>New</i>	<i>Retention change</i>
1/32A	1/68C	0
1/32B	1/68E	0
1/32C	1/68B 2	+5
1/68	1/68B 1	0
1/69	1/59A	0

Crosswalk: NRRS 1/32, 68 and 69 to proposed new schedule items

<p>Maps to new 1/68C</p> <p>Maps to new 1/68E</p>	<p>32</p>	<p>UNIVERSITY AFFAIRS PROGRAM FILES</p> <p>These are case files kept alphabetically by individual, by program. Case files will typically include, but not be limited to, application forms, transcripts, proposals, and letters of recommendations, as appropriate for each program. Records in this series may include any other associated correspondence or documentation related to the operation and functions of the program.</p> <p>Programs include, but are not limited to:</p> <p>Advanced Designee Program NASA/USRA ASEE Summer Faculty Fellowship Program Graduate Program in Aeronautics Graduate Student Researchers Program (GSRP) Graduate Student Researchers Program/UMF Historically Black Colleges and Universities (HBCU) Space Technology Development and Utilization Program (STDP) Joint Institute for Advancement of Flight Sciences (JIAFS) Langley Aerospace Research Summer Scholars Program (LARSS) NASA Space Engineering Research Center Program National Research Council (NRC) Resident Research Associateship Program National Space Grant College and Fellowship Program Other Minority University Programs</p> <p>A OFFICE OF PRIMARY RESPONSIBILITY University Affairs</p> <p>B <u>ALL OTHER OFFICES/COPIES</u></p>	<p>RETAIN ON-SITE DESTROY 5 YEARS AFTER COMPLETION OF RESPECTIVE PROGRAM <DA N1-255-94-1></p> <p>DESTROY WHEN NO LONGER NEEDED OR WHEN REFERENCE VALUE CEASES <DA N1-255-94-1></p>
<p>Maps to new 1/68B.2</p>		<p>C <u>ROSTERS OR LISTS OF PARTICIPANTS/INDIVIDUALS IN RESPECTIVE PROGRAMS</u></p>	<p>DESTROY WHEN NO LONGER NEEDED <DA N1-255-94-1></p>
<p>Maps to new 1/68B1</p>	<p>68</p>	<p>EDUCATIONAL PROGRAMS</p> <p>Files of the Spacemobile Operations, schedules, attendance, contract files. Files also known as "AESP" Aerospace Education Services Program, are included in this series. In addition, records of school attendance/visits are filed in this category. Other records that are considered similar and are included in this series are:</p> <ul style="list-style-type: none"> - Governor School Program Program designed for gifted students, run by the State Department - Explorer Scouts Program Program for high school students during the regular school year - NEWEST Program Workshop for teachers, taught 2-weeks every year <p>NOTE: These records may also be a part of the SHARP system of records (NASA 10 SPER--PASR)</p>	<p>RETIRE TO FRC WHEN 2 YEARS OLD, DESTROY WHEN 10 YEARS OLD <DA N1-255-94-1> (N 19-7)</p>
<p>Maps to redlined 1/59</p>	<p>69</p>	<p>EDUCATIONAL PUBLICATIONS</p> <p>A quarterly publication containing information for teachers on NASA's recent, past, and future educational activities/programs, such as "Report to Educators" and "Educational Horizons," etc.</p>	<p>PERMANENT * TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 10 YEARS OLD <DA N1-255-94-1></p>

Crosswalk: NRRS 1/32, 68 and 69 to proposed new schedule items

Maps to new 1/68B.2	70	TEACHER WORKSHOP FILES Files of teacher workshops showing number of seminars, location, attendance and brief outlines of programs Included in these records are requests for services and teacher resource files	RETIRE TO FRC WHEN 5 YEARS OLD DESTROY WHEN 10 YEARS OLD <DA N1-255-94-1>
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NRRS 1/59

1383	59	PUBLIC AND INTERNAL NASA AWARENESS PUBLICATIONS 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)	
		A Official record copy	* PERMANENT * TRANSFER 2 COPIES ANNUALLY DIRECTLY TO NARA <DA N1-255-94-1>
		B All other copies	Destroy when no longer needed

Source Table	Center Name	Application Name	Acronym	Category number	Category name	If yes, which NRRS item?	Description / Purpose	Responsible Org	Tech POC Last Name	Tech POC First Name	App Owner Last Name	App Owner First Name	System Records Qualify as Federal Records?	Records Disposed per NRRS?
4	Johnson	Texas Aerospace Scholars	TAS	1392	Education	1/68B2 & 3	An interactive online learning experience for middle school teachers, high school juniors and community college students in Texas where students have the opportunity to interact with engineers and astronauts and experience hands-on projects. Applications are partially filled out online and the other portion is downloaded, filled out, and sent in through the mail. Once information is collected, it is entered into a secure server where the program managers can use the information to run their program. Information is used strictly to contact individuals, collect metrics, and organize travel. Information is stored in an electronic form from internally. Information collected: names, address, emergency phone numbers, date of birth, emergency points of contact, transcripts, legislative information, school name, school address, recommendation letters, professional certificates.	AE	Rodriguez	Luis			No	No
	Johnson	JSC Volunteer Management System		1392	Education	1/68C	Requests are submitted online and information is archived in electronic format internally. Information gathered: event location, contact number, event location address, number of students, topics requested, Teacher Names, Addresses, Phone Numbers, E-mail Address, Employment status, Center Locations, School Name, School State, and Photography.						No	No
4	Johnson	JSC Reduced Gravity Student Flight Opportunities P		1392	Education	1/68C	The site allows students and faculty members to learn what it takes to propose for, plan out, and successfully fly an experiment aboard NASA's C-9. In addition, educators partner with NASA to engage students and the community in authentic scientific research. Applications and proposals are submitted online. Information resides in a database and is archived internally from year to year. Information gathered: name, address, email, phone, university, faculty members' proposal, date of birth.	AE	Eisenlohr	James			No	No
	ngley	NASA Digital Learning Network	DLN	1392	Education	1/68C	NASA Digital Learning Network public and admin website for registration, scheduling, and cataloging videoconference events at all NASA Centers. Hosted and maintained by eTouch as part of NASA.	B5	Starr	Robert			No	No
	Marshall	MSFC Cooperative Education Web Site	COOP	1392	Education	1/68B1	This static web site provides information to current and prospective NASA COOP students. Information is provided about MSFC and the COOP program as well as about the Huntsville, AL area.	HS30	LITKENHUS	Susanna K	Hall	Chrissa	Yes	Yes
	Marshall	NASA Central Operation of Resources for Educators Web Site	CORE	1392	Education	1/68C	The NASA Core web application serves as the worldwide distribution center for NASA-produced multimedia materials with online catalogs and an order form.	HS30	BAILEY	GEARLDIN E N	EHMEN	JEFF S	Yes	Yes
4	Marshall	Summer Intern Program Web Application	SIntPrg	1392	Education	1/68C	MSFC project offices use this Web site to identify potential student interns who have signed up to participate in the program for the current year. It provides basic information about the program and provides an electronic way for mentors to select interns that can support the work of their project or office.	HS30	BAILEY	GEARLDIN E N	SIX	FRANK F	Yes	Yes

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4	Glenn	Educational Programs Office Intranet		1392	Education	No records	This application is used by the Educational Programs Office to collect and maintain information about the various EPO educational programs that happen at various times during the year. It is also used to provide information to the summer interns while they are here at Glenn.	N - Educational Programs Office	Ferguson	John	Charleston	Jo	No	No
4	Goddard	CC&E Conference Websites	CC&E	1392	Education	1/68B 2	Web interface to handle CC&E Conferences (registration/abstract submission). This number varies depending on who registers a website account to participate in a conference.	614 4	Morrell	Amy	Collatz	George	No	No
1	Headquarters	NASA's Fellowship Program	FELL	1392	Education	1/68B 2	NASA's Fellowship Program, fellowships hq nasa.gov	LE060	Brunner	Chris	Williams	Christine	Yes	Yes
	Headquarters	Leadership Development Program	LDP	1392	Remapped to the Training category		NASA Leadership Development Program	LM020	Needham	Enn	Schain	Andrew	Yes	Yes
3	Headquarters	NASA Education Evaluation Information System	NEEIS	1392	Education	1/68B 1 and 68C and 68D	NASA Education Evaluation Information System (NEEIS, formerly EDCATS)	NE050			Phelps	Malcom		
1	Headquarters	NASA Postdoctoral Program	NPP	1392	Education	68B1, 2 & 68C	NASA Postdoctoral Program	LM020			Rodriguez	Waldo	Yes	
4	Johnson	Career Exploration Program	CEP	1392	Education	1/68C	Now replaced by a paper process. Applications are delivered to students by their school. Students (over the age of 13) fill out the applications and mail to the center. Program officials on site receive the information and enter it into an electronic database. This database is archived from year to year and stays within our office. Information collected: name, address, phone, school, birthday, social security number (for badge request), ethnicity, agenda, emergency phone numbers, school level, whether convicted of felony, references.	AE					No	No
4	Johnson	JSC Cooperative Education Program	JSC Coop Website	1392	Education	No record	Information for existing and returning COOPS	AH13	Kerneckel	William			No	No
4	Johnson	Student Tracking System	Student Tracking	1392	Education	1/68C	The Student Tracking System (STS) is a web-based system that allows the JSC HR organization to track students enrolled in various Cooperative Education Programs. Recently the Agency adopted this system and renamed it NSEMS.	AH	Kerneckel	William	Musgrove	Robert	No	No