

3713	53.5 PASR	Harassment Report Case Files A Case files associated with allegations of harassing conduct reported to NASA, including reports of harassment, witness statements, reports of fact-finding activities, findings, recommendations, decisions and corrective actions taken, as well as related correspondence and exhibits B Preliminary fact-finding notes and background material not included in the official harassment allegation case files.	CUT OFF WHEN HARASSMENT CASE IS CLOSED DESTROY 4 YEARS AFTER CUTOFF CUT OFF WHEN HARASSMENT CASE IS CLOSED DESTROY 2 YEARS AFTER CUTOFF
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New Administrative Schedule Item

78	F	<p><u>ADMINISTRATIVE RECORDS</u></p> <p>Records accumulated by individual offices through internal management or housekeeping activities of the office or in <i>general</i> management and oversight of the function for which the office exists</p> <p>1 Housekeeping records for daily administration of the office. Records may relate to office staffing, procedures, and internal communications, day-to-day oversight of office personnel, supplies and office services and equipment requests and receipts, and the use of office space and utilities. They may also include all types and methods of correspondence and communications (e.g. letters, memos, or any type of e-communications)</p> <p>2 Administrative records generated in performance of the function for which the office exists. These records may include all types and methods of correspondence and communications (e.g., letters, memos, or any type of e-communications), meeting agendas and minutes, management reviews and surveys, reports, copies of internal activity documentation such as work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels</p> <p>NOTE: This schedule item concerns <i>general</i> records only, not those belonging in case files documenting <i>specific</i> projects, incidents or cases, transactions, etc. and that are covered by other schedules</p>	<p>CUT OFF AT END OF FISCAL OR CALENDAR YEAR DESTROY/DELETE 2 YEARS AFTER CUTOFF [GRS 23-1]</p> <p style="font-size: 1.2em; font-weight: bold;">Covered by GRS 23, ITEM 1</p> <p>CUT OFF AT END OF FISCAL OR CALENDAR YEAR DESTROY/DELETE 5 YEARS AFTER CUTOFF</p>
NEW			

Crosswalk *All items understood to be in NPR 1441.1D change 5, Schedule 1.*

<i>Current</i>	<i>New</i>	<i>Retention change</i>
Current 1/78H	Deleted	The existing item H is "WORD PROCESSING and ELECTRONIC MAIL FILES-GENERAL GUIDANCE," the requirement for which was eliminated by NARA Bulletin 2006-04
1/22B	1/78F 1	Up to -3
1/78F	1/78F 1	0
1/78I	1/78F 1	0