

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-255-89-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/29/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 3/1C was superseded by N1-255-09-001 item 3/1C

Item 3/2.5A5 was superseded by N1-255-09-001 item 3/2.5A5

Item 3/4A was superseded by N1-255-09-001 item 3/4A

Item 3/4B was superseded by N1-255-09-001 item 3/4B

Item 3/6 was superseded by N1-255-09-001 item 3/6

Item 3/7 was superseded by N1-255-09-001 item 3/7

Item 3/10A was superseded by N1-255-09-001 item 3/10A

Item 3/12 was superseded by N1-255-09-001 item 3/12

Item 3/14 was superseded by N1-255-09-001 item 3/14

Item 3/15 was superseded by N1-255-09-001 item 3/15

Item 3/18 was superseded by N1-255-09-001 item 3/18

Item 3/19 was superseded by N1-255-09-001 item 3/19

Item 3/21A2 was superseded by N1-255-09-001 item 3/21A2

Item 3/21B1 was superseded by N1-255-09-001 item 3/21B1

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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Item 3/21B2 was superseded by N1-255-09-001 item 3/21B2

Item 3/21C2 was superseded by N1-255-09-001 item 3/21C2

Item 3/22A was superseded by N1-255-09-001 item 3/22A

Item 3/22B was superseded by N1-255-09-001 item 3/22B

Item 3/24 was superseded by N1-255-09-001 item 3/24

Item 3/25 was superseded by N1-255-09-001 item 3/25

Item 3/26 was superseded by N1-255-09-001 item 3/26

Item 3/29 was superseded by N1-255-09-001 item 3/29

Item 3/30 was superseded by N1-255-09-001 item 3/30

Item 3/32 was superseded by N1-255-09-001 item 3/32

Item 3/33B was superseded by N1-255-09-001 item 3/33B

Item 3/33C2 was superseded by N1-255-09-001 item 3/33C2

Item 3/33D was superseded by N1-255-09-001 item 3/33D

Item 3/33E2 was superseded by N1-255-09-001 item 3/33E2

Item 3/33E3 was superseded by N1-255-09-001 item 3/33E3

Item 3/33G2 was superseded by N1-255-09-001 item 3/33G2

Item 3/34 was superseded by N1-255-09-001 item 3/34

Item 3/38A1 was superseded by N1-255-09-001 item 3/38A1

Item 3/38A2 was superseded by N1-255-09-001 item 3/38A2

Item 3/38B1 was superseded by N1-255-09-001 item 3/38B1

Item 3/38B2 was superseded by N1-255-09-001 item 3/38B2

Item 3/39 was superseded by N1-255-09-001 item 3/39

Item 3/40E was superseded by N1-255-09-001 item 3/40E

Item 3/40F was superseded by N1-255-09-001 item 3/40F

Item 3/45 was superseded by N1-255-09-001 item 3/45

Item 3/52C2 was superseded by N1-255-09-001 item 3/52C2

Item 3/54B was superseded by N1-255-09-001 item 3/54B

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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Item 3/56A was superseded by N1-255-09-001 item 3/56A

Item 3/56B was superseded by N1-255-09-001 item 3/56B

Item 3/58 was superseded by N1-255-09-001 item 3/58

Item 3/59 was superseded by N1-255-09-001 item 3/59

Item 3/61B was superseded by N1-255-09-001 item 3/61B

Item 3/63 was superseded by N1-255-09-001 item 3/63

Item 4/1 was superseded by N1-255-09-001 item 4/1

Item 4/2A was superseded by N1-255-09-001 item 4/2A

Item 4/2C was superseded by N1-255-09-001 item 4/2C

Item 4/4 was superseded by N1-255-09-001 item 4/4

Item 4/6A was superseded by N1-255-09-001 item 4/6A

Item 4/6B was superseded by N1-255-09-001 item 4/6B

Item 4/7A1 was superseded by N1-255-09-001 item 4/7A1

Item 4/7A2 was superseded by N1-255-09-001 item 4/7A2

Item 4/7B1 was superseded by N1-255-09-001 item 4/7B1

Item 4/7B2 was superseded by N1-255-09-001 item 4/7B2

Item 4/9 was superseded by N1-255-09-001 item 4/9

Item 4/12A1 was superseded by N1-255-09-001 item 4/12A1

Item 4/12A2 was superseded by N1-255-09-001 item 4/12A2

Item 4/12B1 was superseded by N1-255-09-001 item 4/12B1

Item 4/12B2 was superseded by N1-255-09-001 item 4/12B2

Item 4/12C was superseded by N1-255-09-001 item 4/12C

Item 4/13 was superseded by N1-255-09-001 item 4/13

Item 4/14 was superseded by N1-255-09-001 item 4/14

Item 4/15 was superseded by N1-255-09-001 item 4/15

Item 6/1A was superseded by N1-255-09-001 item 6/1A

Item 6/1B was superseded by N1-255-09-001 item 6/1B

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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Item 6/1C was superseded by N1-255-09-001 item 6/1C

Item 6/2G was superseded by N1-255-09-001 item 6/2G

Item 6/3 was superseded by N1-255-09-001 item 6/3

Item 6/4 was superseded by N1-255-09-001 item 6/4

Item 6/5 was superseded by N1-255-09-001 item 6/5

Item 6/7 was superseded by N1-255-09-001 item 6/7

Item 6/8 was superseded by N1-255-09-001 item 6/8

Item 6/9 was superseded by N1-255-09-001 item 6/9

Item 6/10 was superseded by N1-255-09-001 item 6/10

Item 6/11B was superseded by N1-255-09-001 item 6/11B

Item 6/11C was superseded by N1-255-09-001 item 6/11C

Item 6/11E2 was superseded by N1-255-09-001 item 6/11E2

Item 6/11G was superseded by N1-255-09-001 item 6/11G

Item 6/11H was superseded by N1-255-09-001 item 6/11H

Item 6/11J was superseded by N1-255-09-001 item 6/11J

Item 6/11M1 was superseded by N1-255-09-001 item 6/11M1

Item 6/11M2 was superseded by N1-255-09-001 item 6/11M2

Item 6/11N was superseded by N1-255-09-001 item 6/11N

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-255-89-4	DATE RECEIVED 2-9-89
1 FROM (Agency or establishment) National Aeronautics and Space Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION NASA Headquarters and Field Installations		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			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Adria A. Lipka, NASA Records Officer	202 358-1372	2-8-94	<i>Cindy Hankamp Petrus</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 ____ 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 11-8-93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Adria A. Lipka</i>	TITLE NASA Records Officer
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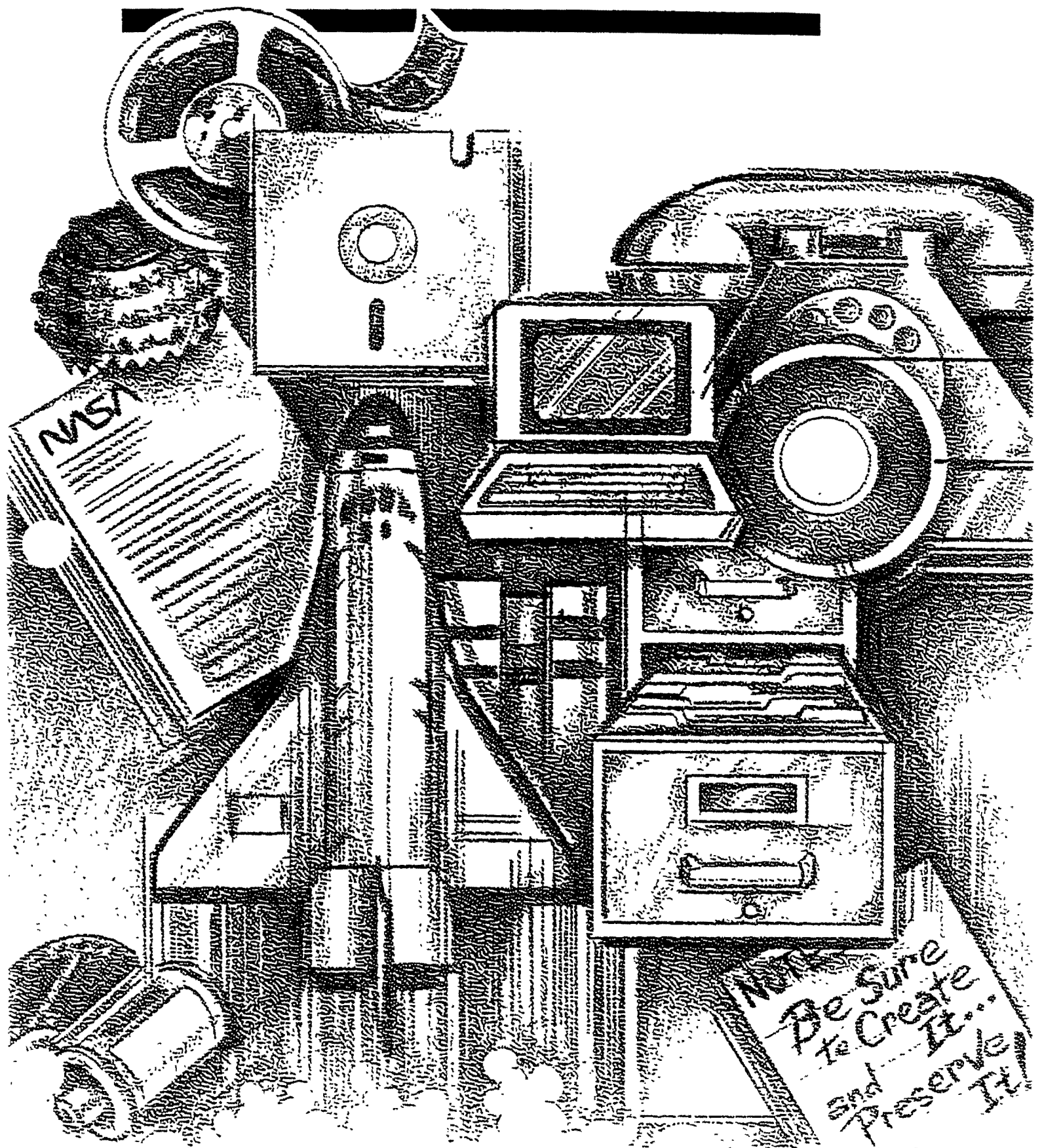
7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	NASA Records Retention Schedules (NHB 1441.1B) Chapters 3, 4, 6. See attached.		

Copies sent to agency, NN-W, NNT, NCF, NIA 2/22/94



RECORDS RETENTION SCHEDULES

INTD 1997.1E



Make
Be sure
to Create
and
Preserve
It...

PROCEDURES GOVERNING THE RETENTION, RETIREMENT, AND DESTRUCTION
OF AGENCY RECORDS

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Old NASA Schedule/Item Number to New NASA Schedule/Item Number	B
GRS Schedule to Old NASA Schedule to New NASA Schedule	C

NASA RECORDS RETENTION SCHEDULE 3

HUMAN RESOURCES (PERSONNEL) RECORDS

This records schedule is one of a series of schedules approved by the Archivist of the United States, which furnish authoritative instructions for the retention, destruction, or retirement of records held by NASA installations or offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 3, pertain to the management and operation of NASA personnel functions. These records relate to the supervision over and management of Federal civilian employees. This schedule covers the disposition of all official personnel folders of civilian employees and other records relating to civilian personnel, wherever located in the Agency. However, records such as the Official Personnel Folders, the Service Record Cards, and the Employee Medical Folders, are maintained according to Federal Personnel Manual Supplement 293-32, which takes precedence over any provisions of this schedule which may be in conflict therewith. The FPM prescribes a system of record keeping for Federal personnel records.

With the exception of electronic records created in central data processing facilities described under Items 1 (OPFs) and 51b.(EEO), Schedule 1, Items 125(c)(2)(Statistical Summaries) and 126 (EMFs), all records described in this schedule are authorized for disposal in both hard copy and electronic forms, under NASA Schedule 2, for General Record Categories, other NASA schedules as appropriate depending on record series, and, NASA Schedule 10, Records Common to Most Offices.

NASA RECORDS RETENTION SCHEDULE 3

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ITEM
[UF#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

1
[3000]
(N 15-1)

OFFICIAL PERSONNEL FOLDER (FILE)

Records filed on the RIGHT side of the Official Personnel Folder (OPF) [See b for temporary papers on the LEFT side of the OPF] Folders covering employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Administration for permanent retention. [SEE NOTE₁]

A. TRANSFERRED EMPLOYEES.
RECORD COPY HQ - Office of Human Resources and Education

SEE FEDERAL PERSONNEL MANUAL FOR INSTRUCTIONS RELATING TO FOLDERS OF EMPLOYEES TRANSFERRED TO ANOTHER AGENCY [GRS 1-1a (88)]

B. SEPARATED EMPLOYEES.
RECORD COPY: HQ - Office of Human Resources and Education

TRANSFER FOLDER TO NATIONAL - ST. LOUIS, MO, 30 DAYS AFTER SEPARATION NPRC WILL DESTROY 65 YEARS AFTER SEPARATION FROM FEDERAL SERVICE. [GRS 1-1b (88)] *Personnel Records Center*

C. ALL OTHER OFFICES/COPIES

DESTROY WHEN OBSOLETE OR SUPERSEDED.

2
[3000]
(N 15-8)

TEMPORARY INDIVIDUAL EMPLOYEE RECORDS

All copies of correspondence and forms maintained on the LEFT side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 292-31, EXCLUDING performance-related records.

DESTROY UPON SEPARATION OR TRANSFER OF EMPLOYEE OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER. SEE ITEM 3 OF THIS SCHEDULE FOR DISPOSITION OF TEMPORARY PERFORMANCE-RELATED RECORDS. [GRS 1-10 (89)]

NOTE₁: Master files and data bases created in central data processing facilities to supplement or replace the OPR's are NOT AUTHORIZED for disposal. Such files MUST be scheduled on an SF 115.

SCHEDULE 3

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

3
[3100]
PASR

EXECUTIVE RESOURCES MANAGEMENT SYSTEM - NASA 10 ERMS

Biographical data, education, training, work experience, and career interests of individuals with experience and education unique to the NASA mission in the technical and administrative fields who are considered to be candidates for key positions within NASA.

RECORDS ARE RETAINED FOR VARYING PERIODS OF TIME DEPENDING ON THE NEED FOR USE OF THE FILES AND ARE DESTROYED OR OTHERWISE DISPOSED OF WHEN NO LONGER NEEDED. GRS 23/3

4
[3100]

INTERAGENCY PERSONNEL AGREEMENTS (IPA)

Records in this series consist of confidential files which are assignment agreements authorized by the Intergovernmental Personnel Act of 1970, including all correspondence, the IPA form, and any other related documentation and materials. These files are typically filed by individual's last name and include IPA Form No. 5069-104 plus all associated background documentation.

A. RECORD COPY
HQ

RETIRE TO FRC 2 YEARS AFTER TERMINATION DATE OF AGREEMENT. DESTROY WHEN 10 YEARS OLD.

B. All other offices/copies.

DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.

5
[3100]

EXECUTIVE POSITION FILES - PERFORMANCE FILES [SEE NOTE, NEXT PAGE]

A. Non-SES appointees (as defined in 5 U.S.C. 4301(2)) including records on excepted positions

1. Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.

DESTROY AFTER THE EMPLOYEE COMPLETES 1 YEAR OF ACCEPTABLE PERFORMANCE FROM THE DATE OF THE WRITTEN ADVANCE NOTICE OF PROPOSED REMOVAL OR REDUCTION IN GRADE NOTICE.
[GRS 1-23(a)(1) (89)]

2. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

DESTROY WHEN SUPERSEDED.
[GRS 1-23(a)(2) (89)]

3. Performance-related records pertaining to a former employee.

- (a) Latest rating of record 3 years old or less and performance plan upon which it is based and any summary rating.

PLACE RECORDS ON LEFT SIDE OF THE OPF AND FORWARD TO GAINING FEDERAL AGENCY UPON TRANSFER OR TO NPRC IF EMPLOYEE SEPARATES (SEE ITEM 1b OF THIS SCHEDULE). AN AGENCY RETRIEVING AN OPF FROM NPRC WILL DISPOSE OF THESE DOCUMENTS IN ACCORDANCE WITH ITEM 6a(3)(b) OF THIS SCHEDULE.
[GRS 1-23(a)(3)(a) (89)]

- (b) All other performance plans and ratings.

DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.
[GRS 1-23(a)(3)(b) (89)]

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

5
[3100]

CONTINUED: EXECUTIVE POSITION FILES - PERFORMANCE FILES

- 4. All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based
- 5. Supporting documents

DESTROY 3 YEARS AFTER DATE OF APPRAISAL.
[GRS 1-23a(4) (89)]

DESTROY 3 YEARS AFTER DATE OF APPRAISAL OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.
[GRS 1-23a(5) (89)]

B. SES appointees (as defined in 5 U.S.C. 3132a(2)).

- 1. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.
- 2. Performance-related records pertaining to a former SES appointee.
 - (a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating

DESTROY WHEN SUPERSEDED
[GRS 1-23b (89)]

PLACE RECORDS ON LEFT SIDE OF THE OPF AND FORWARD TO GAINING FEDERAL AGENCY UPON TRANSFER OR TO NPRC IF EMPLOYEE LEAVES FEDERAL SERVICE (SEE ITEM 1b OF THIS SCHEDULE). AN AGENCY RETRIEVING AN OPF FROM NPRC WILL DISPOSE OF THOSE DOCUMENTS IN ACCORDANCE WITH ITEM 6b(2)(b) OF THIS SCHEDULE.
[GRS 1-23b(2)(a) (89)]

- (b) All other performance ratings and plans.

DESTROY WHEN 5 YEARS OLD, OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.
[GRS 1-23b(2)(b) (89)]

- 3. All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).
- 4. Supporting documents.

DESTROY 5 YEARS AFTER DATE OF APPRAISAL.
[GRS 1-23b(3) (89)]

DESTROY 5 YEARS AFTER DATE OF APPRAISAL OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.
[GRS 1-23b(4) (89)]

NOTE₁: *Performance records pertaining to Presidential appointees are not covered under any of these schedule items nor the GRS. Such records, if any, must be scheduled through the local Installation Records Manager and forwarded to the NASA Records Officer for submission and approval to the National Archives and Records Administration.*

SCHEDULE 3

ITEM [UFI #]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
6 [3100] (N 15-49)	NASA-CSC EXECUTIVE ASSIGNMENT FILES Standard Form 171 on each NASA employee GS-15 or over together with additional information gleaned from newspaper, house organs, etc. Also in some cases, security and confidential information.	DESTROY 3 YEARS AFTER SEPARATION <i>NHB 15/49</i>
7 [3273] (N 1-35)	MANPOWER SURVEY FILES Documents relating to appraisals, either onsite or by other review procedures, such as Manpower Audit Director's Review of Laboratories and Staff Offices.	DESTROY 5 YEARS AFTER APPRAISAL IS CONDUCTED. <i>NHB 1/35</i>
8 [3290] (N 15-15)	NOTIFICATIONS OF PERSONNEL ACTIONS Standard Form 50 documenting initial employment, promotions, transfers, in or out, separation, and notification of all other individual personnel actions, exclusive of those in the Official Personnel Folders, including copies or equivalent, not filed in OPF.	
A. Chronological file copies, including fact sheets, maintained in personnel offices. B. All other copies maintained in personnel offices. (N 4-5) C. Pay or fiscal copy. (NOT filed in the OPF)		DESTROY WHEN 2 YEARS OLD. [GRS 1-14a (92)] DESTROY WHEN 1 YEAR OLD. [GRS 1-14b (92)] DESTROY WHEN RELATED PAY RECORDS ARE AUDITED BY GAO OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. [GRS 1-11 (88)]
9 [3290] (N 15-19)	DUPLICATE COPIES - PERSONNEL FILES (MAINTAINED OUTSIDE PERSONNEL OFFICES) Copies of documents duplicated in the OPF and not provided for elsewhere in this schedule (including employees and military detailees). [SEE NOTE ₁]	
A. SUPERVISOR'S PERSONNEL FILES Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions; copies of position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.		REVIEW ANNUALLY AND DESTROY SUPERSEDED OR OBSOLETE DOCUMENTS; OR DESTROY ALL DOCUMENTS RELATING TO AN INDIVIDUAL EMPLOYEE 1 YEAR AFTER SEPARATION OR TRANSFER. [GRS 1-18a (92)]
B. DUPLICATES Other copies of documents duplicated in OPF's not provided for elsewhere in this schedule.		DESTROY WHEN 6 MONTHS OLD [GRS 1-18b (92)]

NOTE₁: Official file copies are maintained by personnel office.

SCHEDULE 3

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

10 STATISTICAL DATA / REPORT FILES

[3292]
(N 1-34)

A. MANPOWER DATA

Reports compilation or other documents created to provide a source of statistical data for use in manpower control activities

DESTROY WHEN 5 YEARS OLD

NHB 1/34

(N 15-17)

B. PERSONNEL OPERATIONS

Statistical reports in the operating personnel office and subordinate units relating to personnel.

DESTROY WHEN 2 YEARS OLD
[GRS 1-16 (92)]

11 EMPLOYEE RECORD CARDS

[3292]
(N 15-5)

Employee record cards used for information purposes outside personnel offices (such as SF 7-B).

DESTROY ON SEPARATION OR
TRANSFER OF EMPLOYEE.
[GRS 1-6 (88)]

12 COMPETITIVE PLACEMENT PLAN (CCP) FILES

[3300]

Records consist of files used to advertise vacancy announcements and other related documentation which may include but is not limited to the announcement, materials related to the job/position selection, and the vacancy itself.

RETAIN ON-SITE WITHIN THE
PERSONNEL OFFICE AND DESTROY
WHEN 2 YEARS OLD.

13 EMPLOYMENT APPLICATIONS

[3300]
(N 15-16)

Applications (Standard Form 171) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF.

DESTROY UPON RECEIPT OF OPM
INSPECTION REPORT OR WHEN 2
YEARS OLD, WHICHEVER IS
EARLIER, PROVIDED THE
REQUIREMENTS OF THE FEDERAL
PERSONNEL MANUAL CHAPTER
333, SECTION A-4 ARE OBSERVED.
[GRS 1-15 (92)]

14 NASA SPECIAL EMPLOYMENT PROGRAM FILES

[3300]
[3316]
(N 15-50)

Applications and correspondence for student aids, summer employees, and co-ops.

DESTROY WHEN 2 YEARS OLD.
NHB 15/50

15 UTILIZATION REPORTS - EXPERTS AND CONSULTANTS

[3300]

Quarterly and annual reports to OPM relating to the employment and utilization of experts and consultants.

RETAIN UNTIL EXAMINED BY OPM
OR DESTROY WHEN 10 YEARS OLD,
WHICHEVER IS SOONER.

SCHEDULE 3

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

16
[3300]
(N 15-4)

CERTIFICATE OF ELIGIBLES FILES

Copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a non-preference eligible.

DESTROY WHEN 2 YEARS OLD
[GRS 1-5 (88)]

17
[3300]
(N 15-2)

SERVICE RECORD CARD

Service Record Card (Standard Form 7 or its equivalent). Cards showing service records of employees separated or transferred.

A. Cards for employees separated or transferred on or before December 31, 1947.

TRANSFER TO NPRC, ST. LOUIS, MO. DESTROY 60 YEARS AFTER EARLIEST PERSONNEL ACTION DATE.
[GRS 1-2a (93)]

B. Cards for employees separated or transferred on or after January 1, 1948.

DESTROY 3 YEARS AFTER SEPARATION OR TRANSFER OF EMPLOYEE
[GRS 1-2b (93)]

18
[3300]
[1900]
(N 15-24)

OUTSIDE EMPLOYMENT FILES

Documents relating to outside work or services performed by NASA employees in addition to their official duties

DESTROY 3 YEARS AFTER TERMINATION OF APPROVED EMPLOYMENT OR 3 YEARS AFTER DISAPPROVAL OF OUTSIDE EMPLOYMENT. *NHB 15/24*

19
[3300]
PASR

SPECIAL PERSONNEL RECORDS - NASA 19 SPER

Individuals covered by this system of records are candidates for and recipients of awards or NASA training, civilian and active duty military detailees to NASA; participants in enrollee programs; Faculty, Science, National Research Council and other Fellows, Associates and Guest Workers including those at NASA Installations but not on NASA rolls, NASA contract and grant awardees and their associates having access to NASA premises and records; individuals with interest in NASA matters including Advisory Committee Members; and, prospective employees. Categories include:

- Special Program Files.
- Correspondence and related information to these files.
- Special records and rosters.
- Agencywide and installation automated personnel information.

10 SPER RECORDS ARE NOT AUTHORIZED FOR DISPOSAL AT THIS TIME.

PAPER RECORDS ARE RETAINED ON SITE AND ARE DESTROYED OR TRANSFERRED IN ACCORDANCE WITH THE SPECIFIC RECORD SERIES IDENTIFIED IN THIS SCHEDULE.

10 PAYS RECORDS - SEE SCHEDULE 9 (NOTE THESE RECORDS ARE RETAINED FROM 1 TO 3 YEARS DEPENDING ON GAO AUDIT AND/OR DESTROYED OR TRANSFERRED TO NPRC).

ITEM
[UF#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

20
[3311]
(N 15-3)

OFFERS OF EMPLOYMENT (APPOINTMENT)

Correspondence, letters, and telegrams offering appointments to potential employees

A. ACCEPTED OFFERS.

DESTROY WHEN NO LONGER NEEDED.
[GRS 1-4a (93)]

B. DECLINED OFFERS

1. When name is received from certificate of eligibles.
2. Temporary or excepted appointment.
3. All others.

RETURN TO OPM WITH REPLY AND APPLICATIONS.
[GRS 1-4b(1) (88)]

FILE INSIDE APPLICATION. (SEE ITEM 14 OF THIS SCHEDULE.)
[GRS 1-4b(2) (88)]

DESTROY IMMEDIATELY.
[GRS 1-4b(3) (88)]

21
[3312]
(N 1-36)

MANPOWER REPORTS

A. AUTHORIZATION FILES

Documents and supporting papers relating to the allocation of manpower spaces to successive echelons.

1. Office of Primary Responsibility.
2. All other offices/copies.

*** PERMANENT ***
RETIRE TO FRC WHEN 3 YEARS OLD. TRANSFER TO NARA WHEN 10 YEARS OLD. *NHB 1/36a*

DESTROYED WHEN OBSOLETE OR SUPERSEDED. *1/36b*

(N 1-37)

B. REPORTS

Reports from field installations to NASA Headquarters concerning manpower, and all related papers.

1. Field Installations.
2. Headquarters.
(SEE ITEM c. BELOW)

RETIRE TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 10 YEARS OLD. *NHB 1/37*

DESTROY WHEN 2 YEARS OLD.

(N 1-38)

C. HEADQUARTERS

Reports compiled from information received from installations (See b. above).

1. Headquarters - Agency Level
OPR:
2. All other offices/copies.

*** PERMANENT *** *NHB 1/38c*
RETIRE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA WHEN 10 YEARS OLD.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. *1/38b*

SCHEDULE 3

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

22 PUBLIC SERVICE CAREERS EMPLOYEES FILES

[3315]
(N 15-51)

A. INDIVIDUALS.

School evaluations, supervisory evaluations, and test scores.

DESTROY WHEN 3 YEARS OLD
NHB 15/51a

B. PROGRAMS.

Correspondence with Civil Service Commission, Department of Labor, Southwest Training Center, etc.

DESTROY WHEN 3 YEARS OLD.
15/51b

23 TEMPORARY INDIVIDUAL EMPLOYEE RECORDS

[3316]
(N 15-8)

All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 293-31, EXCLUDING performance related records.

DESTROY UPON SEPARATION OR
TRANSFER OF EMPLOYEE OR WHEN
WHEN 1 YEAR OLD, WHICHEVER IS
SOONER.
[GRS 1-10 (89)]

24 NASA OUTPLACEMENT PROGRAM

[3330]
(N 15-47)

Application, resumes, vacancy announcements and related correspondence.

DESTROY 2 YEARS AFTER
REGISTRATION NHB 15/47

25 PROMOTION REGISTER FILES

[3335]
(N 15-25)

Registers or records of job opportunities, application and evaluation statements, and all related papers.

DESTROY WHEN 2 YEARS OLD.
15/26

26 REPROMOTION CONSIDERATION FILES

[3335]
(N 15-45)

Applications and correspondence to and from repromotion eligibles.

DESTROY AFTER REPROMOTION IS
ACCOMPLISHED.
15/45

27 LENGTH OF SERVICE AND SICK LEAVE AWARD FILES

[3350]

Records including correspondence, memoranda reports, computations of service and sick leave, and list of awardees.

DESTROY WHEN 1 YEAR OLD.
[GRS 1-12b (88)]

28 RESERVED

[xxxx]

SCHEDULE 3

<u>ITEM</u> <u>[UFI#]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
29 [3350] (N 15-13)	CIVILIAN SERVICE EMBLEM CONTROL FILE Records maintained to control the record of eligibility for an award of civilian service emblems.	DESTROY WHEN 3 YEARS OLD <i>NHB 15/13</i>
30 [3352] (N 15-46)	REEMPLOYMENT PRIORITY FILES Applications, exceptions, and correspondence related to reemployment.	DESTROY WHEN 2 YEARS OLD <i>NHB 15/46</i>
31 [3400] (N 15-10)	PERFORMANCE AND COMPETENCE FILES Copies of case files (duplicates) of performance rating boards of review, and acceptable level of competence reconsiderations, copies of which have been forwarded to OPM	DESTROY 1 YEAR AFTER CASE IS CLOSED. [GRS 1-9 (88)]
32 [3400]	PHD THESES FILES - NASA HEADQUARTERS ONLY Individual copies of dissertations resulting from NASA predoctoral traineeship program. No other copies are retained.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <i>NHB 17/44</i>
33 [3400]	TRAINING RECORDS/FILES - GENERAL EXCLUDING records of formally established schools which train agency employees in specialized program areas, such as law enforcement and national defense.	
(N 15-40)	A. ANNOUNCEMENT FILES Correspondence, announcements, reference file of pamphlets, notices, catalogs, and other records relating to or which provides information to training courses or programs offered by government or non-government organizations/institutions, but are not a part of a separate case file.	
	1. Office responsible for announcements.	DESTROY WHEN 5 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER [GRS 1-29(b) (92)]
	2. All other offices/copies.	DESTROY WHEN NO LONGER OR WHEN SUPERSEDED OR OBSOLETE, OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.
	B. ROSTERS Registers or rosters (ASEE/LARSS) (LaRC ONLY) These are the records for the 2 summer programs sponsored by the Office of University Affairs at Langley Research Center. [ASEE = American Society of Engineering Education] [LARSS = Langley Aerospace Summer Scholars Program]	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER

SCHEDULE 3

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

ITEM [UFI #]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
33 [3400] (N 15-32)	CONTINUED: TRAINING RECORDS/FILES - GENERAL C. <u>CONTRACT TRAINING FILES</u> 1. Copies of contracts, correspondence, approvals, waivers, and other documents relating to NASA employees training under contracts. 2. Background, working papers, announcements, and arrangements of, subject contract training.	DESTROY WHEN 5 YEARS OLD OR 5 YEARS AFTER COMPLETION OF A SPECIFIC TRAINING PROGRAM. <i>NHB 15/32 change</i> DESTROY WHEN 3 YEARS OLD.
(N 15-33)	D. <u>NON-CONTRACT TRAINING FILES</u> Applications, acceptances, and all other documents relating to non-contract training of NASA employees.	DESTROY WHEN 3 YEARS OLD. <i>NHB 15/33</i>
(N 15-39)	E. <u>TRAINING AIDS</u> All training aids, including the record copy of manuals, syllabuses, textbooks, and other original training aids developed by the agency, either published or unpublished, in instructing NASA training courses. 1. Unique or significant training material(s) developed specifically for use in training NASA courses that would be unique to the Agency. (i.e. Astronaut; Shuttle processing, Payload processing; On-board Flight crew training; etc.) 2. Routine or copies of training materials used to teach an Agency sponsored training class. 3. All other copies.	* PERMANENT * <i>NHB 15/39 a1, b1</i> RETIRE TO FRC WHEN SUPERSEDED, OBSOLETE, OR WHEN NO LONGER USED. TRANSFER TO NARA WHEN 10 YEARS OLD. DESTROY WHEN SUPERSEDED OR OBSOLETE OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <i>15/39 a2 62</i> DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.
	F. <u>AGENCY-SPONSORED TRAINING FILES</u> General file of agency-sponsored training, EXCLUDING record copy of training materials (see e. above). 1. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses, and conferences. 2. Background and working files.	DESTROY WHEN 5 YEARS OLD OR 5 YEARS AFTER COMPLETION OF A SPECIFIC TRAINING PROGRAM. [GRS 1-29a(1) (88)] DESTROY WHEN 3 YEARS OLD. [GRS 1-29a(2) (88)]
(N 15-38)	G. <u>TECHNICAL TRAINING</u> Case files on NASA personnel participating in technical training programs, such as soldering and optics.	DESTROY 5 YEARS AFTER EMPLOYEE DISCONTINUES OR COMPLETES TRAINING. <i>15/38</i>

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

34
[3410]
(N 15-34)

TRAINING AGREEMENT FILES

Agreements between the Civil Service Commission (CSC) and NASA pertaining to training, training standards, and all related documents.

**DESTROY 3 YEARS AFTER
TERMINATION OF AGREEMENT.**

NHB 15/35

35
[3410]
(N 15-35)

COOPERATIVE TRAINING FILES

A. General training case files (not covered in Items 1b-d) by trainee showing history of training and all related documentation

**DESTROY RECORDS 3 YEARS
AFTER TRAINEE CEASES
TRAINING.**
[N1-255-92-10]

B. Secretarial Co-op Files (3-year program)

Files consists of documentation and materials related to students in the program and are considered training records. Case files may consist of, but are not limited to, copies of the following documentation. SF 52's, transcripts, progress reports from supervisors, and, any other documentation related to the individual in the program.

**RECORDS MAY BE RETIRED TO
FRC WITHIN 1-YEAR AFTER
COMPLETION OF THE PROGRAM.
DESTROY RECORDS WHEN 3
YEARS OLD (PROGRAM RECORDS
WILL THEN BE 5 YEARS OLD).**
[N1-255-92-10]

C. Apprenticeship Program (5-year program)

Files consist of documentation and materials related to students in the program and are considered training records. Case files consist of, but are not limited to, copies of the following documentation. SF 52's; transcripts; progress reports from supervisors, and, any other documentation related to the individual in the program.

**RECORDS MAY BE RETIRED TO
FRC 1-YEAR AFTER COMPLETION
OF THE PROGRAM. DESTROY
3 YEARS AFTER COMPLETION OR
TERMINATION OF THE PROGRAM
(PROGRAM RECORDS WILL THEN
BE 8 YEARS OLD.)**
[N1-255-92-10]

D. Engineering and Administrative Co-Ops (Professional) Case Files (5-year program) (LaRC ONLY)

Records in this series consists of SF 52's; copies of 171's; transcripts; progress reports, supervisory comments and/or recommendations, and, certificates of completion of the program.

**RECORDS MAY BE RETIRED TO
FRC 1-YEAR AFTER COMPLETION
OF THE PROGRAM. DESTROY
RECORDS 5 YEARS AFTER
COMPLETION OR TERMINATION OF
THE PROGRAM (PROGRAM
RECORDS WILL THEN BE 10 YEARS
OLD.)**
[N1-255-92-10]

SCHEDULE 3

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

36
[3410]

COOPERATIVE PROGRAM SUMMARY FILES (LaRC ONLY)

Records in this series consists of profile sheets (cards) that contain information on individuals for files that have been destroyed. These records are summary cards of their history and information originally contained in the case files identified as "Secretarial, Apprenticeship Program, and, Engineering and Administrative Co-Ops." These records are not the case file records. Records can exist in either paper or electronic format (including but not limited to, printouts and data maintained on personal computers).

DESTROY RECORDS WHEN 25 YEARS OLD, REGARDLESS OF MEDIUM IN WHICH MAINTAINED. [N1-255-92-16]

37
[3410]

GRADUATE STUDY PROGRAM RECORDS

Records in this series consist of case files on individuals who apply to graduate programs and are accepted. Files may contain copies of transcripts, 171's, letters of authorization to take courses, registration, and applications for graduate study. This is considered a working file and includes records in the Professional Co-Op Educational Training Program (CPETP), the Professional Entrance Training Program (PETP); and, the Administrative Training Program (ATP)

RETIRE TO FRC 2 YEARS AFTER COMPLETION OR TERMINATION OF STUDY PROGRAM. DESTROY 8 YEARS AFTER COMPLETION OR OR TERMINATION OF THE PROGRAM. [N1-255-92-11]

38
[3410]

TRAINING - REPORT FILES

(N 15-37)

A. Reports from Field Installations to NASA Headquarters concerning training and all related papers

1. Field Installations.
2. Headquarters.

DESTROY WHEN 3 YEARS OLD. *NHB 15/37b*
DESTROY WHEN 2 YEARS OLD. *15/37a*

(N 15-36)

B. Reports compiled from information received from Installations (item a. above).

1. Field Installations and all other offices/copies.
2. Headquarters.

DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. *15/36b*
DESTROY WHEN 5 YEARS OLD. *15/36a*

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

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~~39 AWARDS PUBLICITY FILES~~

~~[3451]
(N 15-14)~~

~~Documents used in publicizing or encouraging participation in awards programs, including posters, cartoons, placards, and all other means of obtaining attention and announcing results of the programs and all other related papers.~~

~~DESTROY WHEN 3 YEARS OLD
NHB 15/14~~

40 AWARDS AND PROGRAM FILES - EMPLOYEE

[3451]

A. AWARD CASE FILES

1. Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to agency-sponsored case and non-case awards, such as incentive awards, within-grade merit increases, suggestions, and outstanding performance awards.
2. Correspondence or memoranda pertaining to awards from other government agencies or private organizations.
3. Reports pertaining to the operation of the Incentive Awards Program. Including statistical data and other documentation pertaining to the program.

DESTROY 2 YEARS AFTER APPROVAL OR DISAPPROVAL. [GRS 1-12a(1) (88)]

DESTROY WHEN 2 YEARS OLD. [GRS 1-12a(2) (88)]

DESTROY WHEN 3 YEARS OLD. [GRS 1-13 (88)]

B. LENGTH OF SERVICE AND SICK LEAVE AWARD FILES

SEE ITEM 27 OF THIS SCHEDULE.

C. LETTERS OF COMMENDATION AND APPRECIATION

Copies of letters recognizing length of service and retirement, and letters of appreciation and commendation for performance, EXCLUDING copies files in the OPF.

DESTROY WHEN 2 YEARS OLD. [GRS 1-12c (88)]

D. AGENCY AWARD NOMINATIONS

Records consist of lists or indexes of nominees and/or winners to Agency Award Nominations

DESTROY WHEN SUPERSEDED OR OBSOLETE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER [GRS 1-12d (88)]

E. DEPARTMENTAL LEVEL AWARD FILES

Records relating to awards made at the Departmental level or higher, i.e., Secretary's Awards, Presidential, etc.

RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 15 YEARS OLD.

(N 1-9()) F. BENEFICIAL SUGGESTIONS

Suggestions and reports made thereon and related to.

DESTROY WHEN 2 YEARS OLD.
NHB 1/92

SCHEDULE 3

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM RETENTION

41
[3508]
(N 15-6)

POSITION DESCRIPTIONS

Files describing established positions including information on title, series, grade, duties, and responsibilities

A. RECORD COPY

DESTROY 2 YEARS AFTER POSITION IS ABOLISHED OR DESCRIPTION SUPERSEDED.
[GRS 1-7b (88)]

B. ALL OTHER OFFICES/COPIES

DESTROY WHEN POSITION IS ABOLISHED OR DESCRIPTION SUPERSEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER

NHB 15/66

42
[3500]
(N 15-21)

CLASSIFICATION RECORDS

A. SURVEYS

1. Classification survey reports on various positions prepared by classification specialists, including periodic reports
2. Inspection, audit and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations.

DESTROY WHEN 3 YEARS OLD OR 2 YEARS AFTER REGULAR INSPECTION, WHICHEVER IS SOONER.
[GRS 1-7c(1) (88)]

DESTROY WHEN OBSOLETE OR SUPERSEDED.
[GRS 1-7c(2) (88)]

B. APPEALS

1. Case files relating to classification appeals, excluding OPM classification certificate.
2. Certificates of classification issued by OPM.

DESTROY 5 YEARS AFTER CASE IS CLOSED.
[GRS 1-7d(1) (88)]

DESTROY AFTER AFFECTED POSITION IS ABOLISHED OR SUPERSEDED.
[GRS 1-7d(2) (88)]

43
[3500]
(N 4-17)

LEVY AND GARNISHMENT FILES

Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, workpapers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.

DESTROY WHEN 3 YEARS OLD.
[GRS 2-21 (88)]

SCHEDULE 3,

**ITEM
[UFI#]**

DESCRIPTION OF RECORD SERIES

**MINIMUM
RETENTION**

**44
[3510]
(N 15-9)**

POSITION IDENTIFICATION STRIPS

Strips such as Standard Form 70 used to provide summary data on each position occupied

DESTROY WHEN SUPERSEDED OR OBSOLETE
[GRS 1-11 (88)]

**45
[3530]
(N 4-19)**

PAY TABLES

Records and files consisting of "official" record sets of pay tables.

DESTROY UPON DISCONTINUANCE AND DISESTABLISHMENT OF INSTALLATION.

NHB 4/19

**46
[3550]**

PAYROLL RECORDS

A. ADMINISTRATIVE REPORT FILES

Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.

1. Reports and data used for workload and personnel management purposes
2. Reports providing fiscal information on agency payroll.
3. Error reports, ticklers, system operation reports
4. All other reports and data.

DESTROY WHEN 2 YEARS OLD.
[GRS 2-22**b** (93)]

DESTROY AFTER GAO AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.
[GRS 2-22**b** (93)]

DESTROY WHEN RELATED ACTIONS ARE COMPLETED OR WHEN NO LONGER NEEDED, NOT TO EXCEED 2 YEARS.
[GRS 2-22**a** (93)]

DESTROY WHEN 3 YEARS OLD.
[GRS 93 RESND (2-17b)]

B. PAYROLL FILES INCLUDING:

PAYROLL CONTROL FILES

PAYROLL CHANGE FILES

SEE SCHEDULE 9
FINANCIAL MANAGEMENT
RECORDS

**47
[3550]
PASR**

PAYROLL SYSTEM - NASA 10 PAYS

Records in this system include payroll, employee leave, insurance, labor and human resource distribution, and overtime information.

RECORDS ARE RETAINED FOR AUDIT BY THE GENERAL ACCOUNTING OFFICE AND ARE TRANSFERRED TO THE NATIONAL PERSONNEL RECORDS CENTER, 111 WINNEBAGO STREET, ST. LOUIS, MO 63118, ANYWHERE FROM 1 TO 3 YEARS. THOSE TRANSFERRED TO NPRC WILL BE DESTROYED WHEN 10 YEARS OLD BY NPRC. SEE EACH RECORD CATEGORY WITHIN THIS SCHEDULE FOR SPECIFIC INSTRUCTIONS ON EACH RECORD SERIES.

GRS 23/3

SCHEDULE 3

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

48

[3600]
(N 4-2)

TIME AND ATTENDANCE REPORTS

A. All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (i.e., OF 1130), flexitime records, leave applications for jury and military duty, authorized premium pay or overtime, maintained at duty post. Records may be in either machine readable or paper form.

1. Payroll preparation and processing copies.

DESTROY AFTER GAO AUDIT OR
WHEN 6 YEARS OLD, WHICHEVER IS
SOONER.
[GRS 2-7 (93)]

2. All other copies (including those as maintained by timekeepers). Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by the agency or a payroll processor (separate company/organ.).

DESTROY AFTER GAO AUDIT OR
WHEN 6 YEARS OLD, WHICHEVER IS
SOONER.
[GRS 2-8 (93)]

B. Flexitime Attendance Records

Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.

SEE DISPOSITION A.2. ABOVE.

49

[3630]
(N 4-3)

LEAVE RECORDS

A. LEAVE REQUESTS/APPLICATIONS

Application for leave, SF 71, or equivalent and supporting papers relating to requests for and approval of taking leave.

1. If timecard has been initialed by employee.

DESTROY AT END OF APPLICABLE
PAY PERIOD.
[GRS 2-6a (93)]

2. If timecard has not been initialed by employee.

DESTROY AFTER GAO AUDIT OR
WHEN 3 YEARS OLD, WHICHEVER IS
SOONER.
[GRS 2-6b (93)]

(N 4-4)

B. LEAVE DATA FILES

Record of employee leave, such as SF 1150, prepared upon transfer or separation.

1. Original copy of SF 1150.

FILE ON RIGHT SIDE OF OPF. SEE
ITEM 1 OF THIS SCHEDULE.
[GRS 2-9a (93)]

2. Creating agency copy, when maintained.

DESTROY WHEN 3 YEARS OLD.
[GRS 2-9b (93)]

SCHEDULE 3

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~49~~ **CONTINUED: LEAVE RECORDS**
~~[3630]~~

~~D. DONATED LEAVE PROGRAM~~

~~Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.~~

~~BEGINNING IN JANUARY 1994, DESTROY CLOSED CASES ONE YEAR AFTER THE END OF THE YEAR IN WHICH THE FILES ARE CLOSED.
[GRS 1-37 (93)]~~

50 **EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS**

~~[3700]~~
~~(N 15-27)~~
~~(N 15-28)~~

~~A. AFFIRMATIVE ACTION PLANS (AAP)~~

~~1. Agency copy of consolidated AAPs.~~

~~DESTROY 5 YEARS FROM DATE OF PLAN.
[GRS 1-25h(1) (88)]~~

~~2. Agency feeder plan to consolidated AAPs~~

~~DESTROY 5 YEARS FROM DATE OF FEEDER PLAN OR WHEN ADMINISTRATIVE PURPOSES HAVE BEEN SERVED, WHICHEVER IS SOONER.
[GRS 1-25h(2) (88)]~~

~~3. Report of on-site reviews of AAPs.~~

~~DESTROY 5 YEARS FROM DATE OF REPORT.
[GRS 1-25h(3) (88)]~~

~~4. Agency copy of annual report of affirmative action accomplishments~~

~~DESTROY 5 YEARS FROM DATE OF REPORT.
[GRS 1-25h(4) (88)]~~

~~5. Headquarters compiled reports.~~

~~RETIRE TO FRC WHEN PLANS ARE 5 YEARS OLD. DESTROY WHEN 30 YEARS OLD.~~ *NHB 15/286 change*

~~(N 15-29) B. SPECIAL REPORTS~~

~~Reports on specific EEO programs, such as the status of women, minority groups, and mentally handicapped. Employment statistics relating to race and sex.~~

~~DESTROY WHEN 5 YEARS OLD.
~~[GRS 1-25f (88)]~~ *GRS-1-25f*~~

~~C. EQUAL OPPORTUNITY RECORDS~~

~~1. Applications of employees and applicants for employment.~~

~~SEE ITEM 13 OF THIS SCHEDULE.
[GRS 1-15 (88)]~~

~~2. Miscellaneous routine records created by EEO offices not covered elsewhere in this item.~~

~~ROUTINE RECORDS ARE REVIEWED PERIODICALLY AND ARE RETAINED OR DESTROYED AS REQUIRED BY THIS HANDBOOK, OTHERWISE RECORDS IN THIS SERIES ARE DESTROYED WHEN 5 YEARS OLD.
[GRS 1-25g (88)]~~

SCHEDULE 3

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

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RETENTION

50
[3700]
PASR

CONTINUED: EQUAL EMPLOYMENT OPPORTUNITY RECORDS

D. EEO GENERAL

General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records including minutes and reports

DESTROY WHEN 3 YEARS OLD,
OR WHEN SUPERSEDED OR
OBSOLETE, WHICHEVER IS
APPLICABLE.
[GRS 1-25g (88)]

E. EQUAL EMPLOYMENT OPPORTUNITY RECORDS (EEO) - NASA 10 EEO

1. Official Discrimination Complaint Case Files

Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, record of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.

DESTROY 4 YEARS AFTER
RESOLUTION OF CASE.
[GRS 1-25a (88)]

2. Copies of Complaint Case Files

Duplicate case files or documents pertaining to case files retained in official file discrimination complaint case files.

DESTROY 1 YEAR AFTER
RESOLUTION OF CASE.
[GRS 1-25b (88)]

3. Background Files

Background record not filed in the Official Discrimination Complaint case files.

DESTROY 2 YEARS AFTER
FINAL RESOLUTION OF CASE.
[GRS 1-25c (88)]

4. Compliance Records

(a) Compliance Review Files

Reviews, background papers, and correspondence relating to contractor employment practices

DESTROY WHEN 7 YEARS OLD.
[GRS 1-25d(1) (88)]

(b) EEO Compliance Reports

DESTROY WHEN 3 YEARS OLD.
[GRS 1-25d(2) (88)]

51
[3700]

COMMENDATION/COMPLAINT CORRESPONDENCE FILES

Anonymous letters, letters of commendation, complaint, criticism, and suggestions and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.

DESTROY WHEN 3 MONTHS OLD.
[GRS 14-5 (88)]

ITEM
[UF1#1]

DESCRIPTION OF RECORD SERIES

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52

LABOR MANAGEMENT RELATIONS RECORDS

[3710]
(N 15-44)

A GENERAL RECORDS / CASE FILES

Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups

1. Office negotiating agreement.

DESTROY 5 YEARS AFTER EXPIRATION OF AGREEMENT.
[GRS 1-28a(1) (88)]

2. Other offices.

DESTROY WHEN SUPERSEDED OR OBSOLETE
[GRS 1-28a(2) (88)]

B. LABOR ARBITRATION (General) and Case Files

Correspondence, forms, and background papers relating to labor arbitration cases

DESTROY 5 YEARS AFTER FINAL RESOLUTION OF CASE.
[GRS 1-28b (88)]

C. LABOR RELATION FILES - Work Stoppages/Strikes

Documents relating to work stoppages, strikes, and disputes affecting NASA contracts, includes strike reports, reports of work stoppages, correspondence, plans to settle disputes, and all related documents.

1. Headquarters

*** PERMANENT * NHB 15/44**
RETIRE TO FRC WHEN INACTIVE
TRANSFER TO NARA WHEN 10 YEARS OLD.

2. Field Installations

DESTROY WHEN 5 YEARS OLD.

53

INTERVIEW RECORDS

[3711]
[3713]
(N 15-7)

Correspondence, reports, and other records relating to interviews with employees, including entrance and exit interview, also complaint interviews.

DESTROY 6 MONTHS AFTER TRANSFER OR SEPARATION OF EMPLOYEE.
[GRS 1-8 (88)]

SCHEDULE 3

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

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54
[3771]

GRIEVANCE, DISCIPLINARY AND ADVERSE ACTION FILES

A. GRIEVANCE, APPEALS FILES (5 CFR 771)

Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statement of witnesses, reports of interviews and hearings; examiner's findings and recommendations, a copy of the original decision; related correspondence and exhibits, and, records relating to a reconsideration request.

DESTROY 5 YEARS AFTER
CASE IS CLOSED.
[GRS 1-30a (92)]

(N 15-43)

B. APPEAL RECORD FILES

Copy of decisions rendered, review decisions, related correspondence, and other documentation, except record copies of official documents affecting personnel actions.

DESTROY 7 YEARS AFTER
CASE IS CLOSED. *NHB 15/43*

C. ADVERSE ACTION FILES (5 CFR 752)

Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers, merit systems protection board cases (MSPB), statements of witnesses; employee's reply; hearing notices, reports and decision, reversal of actions, and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.

DESTROY 5 YEARS AFTER
CASE IS CLOSED.
[GRS 1-30b (92)]

55
[3800]
(N 4-16)

INSURANCE DEDUCTION FILES

Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.

DESTROY WHEN 3 YEARS OLD.
[GRS 2-20 (88)]

ITEM
[UF1#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

56
[3800] NASA EMPLOYEES BENEFIT ASSOCIATION INSURANCE FILES (NEBA) (new)
(DFRF ONLY)

Records in this series may include but are not limited to the following NASA Employees Benefit Association (NEBA) general correspondence, material related to insurance claims related to life/travel, correspondence claims, bank statements and quarterly reports, distribution surveys, audit reports, and reports on unliquidated obligations.

A. ORIGINAL DOCUMENTATION

RETIRE RECORDS/CASE FILES TO FRC ONE YEAR AFTER FISCAL YEAR IN WHICH CLAIM/CASE OR REPORT IS RECEIVED, COMPLETED, OR CLOSED
DESTROY FILES 6 YEARS AND 3 MONTHS AFTER THE END OF THE FISCAL YEAR IN WHICH THE RECORDS WERE CREATED, RECEIVED, OR CLOSED.

B. ALL OTHER COPIES

DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS LATER

~~57
[3831]
(N 4-15)~~ **RETIREMENT FILES**

~~A. REPORTS AND REGISTERS~~

~~Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.~~

~~FOR CSRS/FERS RELATED RECORDS, DESTROY UPON RECEIPT OF OFFICIAL OPM ACCEPTANCE OF ANNUAL SUMMARY.
[GRS 2-28a (93)]~~

~~B. ASSISTANCE FILES~~

~~Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits~~

~~DESTROY WHEN 1 YEAR OLD.
[GRS 2-28b (93)]~~

SCHEDULE 3

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~58~~

~~[3850]
(N 4-18)~~

~~UNEMPLOYMENT COMPENSATION DATA REQUEST FILES~~

~~Requests for wage and separation data to be used in connection with unemployment compensation claims, and related papers, including requests for information, notice of refusal of work offer, and related papers~~

~~DESTROY WHEN 2 YEARS OLD~~

~~NHG 4/18~~

59

[3870]
(N 15-23)

MONETARY BENEFITS FILES

Documents relating to the origination, implementation, or monitoring of employee benefits, such as Group Life Insurance and health plans, which have a cash value but are not a part of salary wages, or other direct compensation.

DESTROY WHEN 5 YEARS OLD.

NHB 15/23

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

60 MISCELLANEOUS CORRESPONDENCE AND FORMS - PERSONNEL

[3900]
(N 15-18)

~~Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule~~

~~A. Correspondence and forms relating to pending personnel actions.~~

~~DESTROY WHEN ACTION IS COMPLETED
[GRS 1-17a (92)]~~

~~B. Retention Registers~~

~~1. Registers and related records from which reduction-in-force actions have been taken or used to effect such action.~~

~~DESTROY WHEN 2 YEARS OLD
[GRS 1-17b(1) (92)]~~

~~2. Registers from which NO reduction-in-force actions have been taken.~~

~~DESTROY WHEN SUPERSEDED OR OBSOLETE
[GRS 1-17b(2) (92)]~~

~~C. All other correspondence and forms.~~

~~DESTROY WHEN 6 MONTHS OLD.
[GRS 1-17c (92)]~~

61 CHARITY DRIVES, CONTRIBUTIONS, AND OTHER ACTIVITIES

[3940]
(N 1-9d)

~~A. Records of a quasi-official nature, memoranda, and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, voluntary activities, and similar papers.~~

~~DESTROY WHEN 3 MONTHS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.
[GRS 23-7c (93)]~~

~~B. Records which document and serve as the basis for official actions.~~

~~DESTROY WHEN 2 YEARS OLD.~~

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

62
[3980]
(N 4-10)

INDIVIDUAL AUTHORIZED ALLOTMENT(S) FILES

A. COMBINED FEDERAL CAMPAIGN AND OTHER ALLOTMENT AUTHORIZATIONS

Authorization for individual allotments to the Combined Federal Campaign.

DESTROY AFTER GAO AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.
[GRS 2-15a (93)]

B. UNION DUES / SAVINGS

Other authorizations, such as union dues and/or savings.

DESTROY AFTER GAO AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.
[GRS 2-15b (93)]

C. THRIFT SAVINGS PLAN ELECTION FORM

Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.

DESTROY WHEN SUPERSEDED OR AFTER SEPARATION OF EMPLOYEE.
[GRS 2-16 (93)]

(N 4-11)

D. BOND PURCHASE FILES

1. U.S Savings Bond Authorizations, SF 1192, or equivalent.

DESTROY WHEN SUPERSEDED OR AFTER SEPARATION OF EMPLOYEE.
[GRS 2-14a (93)]

2. Bond registration files: issuing agent's copies of bond registration stubs.

DESTROY 4 MONTHS AFTER DATE OF ISSUANCE OF BOND.
[GRS 2-14b (93)]

3. Bond receipt and transmittal files: receipts for and transmittals of U.S Savings Bonds

DESTROY 4 MONTHS AFTER DATE OF ISSUANCE OF BOND.
[GRS 2-14c (93)]

63
[3981]

UTILIZATION OF PERSONNEL AUTHORITIES

Office of Personnel Management (OPM) required documentation of the utilization of personnel authorities under OPM delegation agreements.

DESTROY WHEN 2 YEARS OLD.

END OF SCHEDULE

NASA RECORDS RETENTION SCHEDULE 4

PROPERTY AND SUPPLY RECORDS

This records schedule is one of a series of schedules approved by the Archivist of the United States, which furnish authoritative instructions for the retention, destruction, or retirement of records held by NASA installations or offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 4, pertain to NASA property and supply management functions. These records are created and accumulated by organizations that have management control or formulate and prescribe property and supply policies and procedures, and by activities and offices applying these procedures. This schedule describes the pertinent records categories and specifies the retention period and disposition for each.

SCHEDULE 4

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~1 [4000] **LOST AND FOUND ACCOUNTABILITY FILES (N 12-23)**~~

~~Reports, loss statements, receipts, and other papers relating to lost and found articles~~

~~DESTROY WHEN 1 YEAR OLD
NHB 12/23~~

~~2 [4020] **REPORT OF SURVEY FILES (N 17-26)**~~

~~Documents maintained for the purpose of review of circumstances concerning the loss, unserviceability, or destruction of Government property of funds, and for determination of the question of pecuniary or other responsibilities~~

~~A Files involving pecuniary liability~~

~~RECORDS MAY BE RETIRED TO
FRC 2 YEARS AFTER FINAL
ACTION DESTROY 10 YEARS
AFTER DATE OF ACTION NHB 17/26a~~

~~B Report of survey files and other papers used as evidence for adjustment of inventory records and not otherwise covered in this Schedule~~

~~DESTROY 2 YEARS AFTER DATE
OF SURVEY ACTION OR DATE OF
POSTING MEDIUM
[GRS 3-9c (88)]~~

~~C All other office/copies~~

~~DESTROY WHEN OBSOLETE OR
SUPERSEDED, OR 3 YEARS OLD
WHICHEVER IS SOONER NHB 17/26b~~

~~3 [4100] **INVENTORY FILES (N 17-24)**~~

~~A INVENTORY FILES/LISTS~~

~~DESTROY 2 YEARS FROM DATE
OF LIST
[GRS 3-9a (88)]~~

~~B INVENTORY CARDS~~

~~DESTROY 2 YEARS AFTER
DISCONTINUANCE OF ITEM OR 2
YEARS AFTER STOCK BALANCE IS
TRANSFERRED TO NEW CARD OR
RECORDED UNDER A NEW
CLASSIFICATION, OR 2 YEARS
AFTER EQUIPMENT IS REMOVED
FROM AGENCY CONTROL
[GRS 3-9b (88)]~~

~~4 [4100] **CAPITALIZED EQUIPMENT REGISTER (N 18-7)**~~

~~Register showing serial or inventory number of all capitalized equipment currently used or in storage at the installation~~

~~DESTROY ON DISCONTINUANCE
OF INSTALLATION NHB 18/7~~

~~5 [4120] **STORES RECORDS**~~

~~(N 5-2)~~

~~A INVOICE FILES~~

~~Invoices or equivalent papers used for stores accounting purposes~~

~~DESTROY WHEN 3 YEARS OLD.
[GRS 8-2 (88)]~~

~~(N 5-4)~~

~~B ACCOUNTING WORK PAPERS~~

~~Work papers used in accumulating stores accounting data.~~

~~DESTROY WHEN 2 YEARS OLD.
[GRS 8-4 (88)]~~

~~(N 5-3)~~

~~C ACCOUNTING FILES~~

~~Stores accounting returns and reports.~~

~~DESTROY WHEN 3 YEARS OLD
[GRS 8-3 (88)]~~

SCHEDULE 4

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~6~~ MECHANIZED PROPERTY AND SUPPLY RECORDS (TRANSACTION REGISTER)

~~[4130]
(N 17-45)~~

~~A Mechanized register reflecting stock items having activity during period covered by the register. This register is an audit trail of stock items and includes transactions such as the following:~~

~~DESTROY WHEN 2 YEARS OLD~~

~~NHB 17/45~~

- ~~* Transactions establishing new items, receipts, issues of due-in's, due-out's, inventory adjustments, etc~~

~~B All other offices/copies~~

~~DESTROY WHEN OBSOLETE OR SUPERSEDED, OR WHEN 2 YEARS OLD WHICHEVER IS SOONER~~

~~7~~ SPACE AND MAINTENANCE - GENERAL (N 18-9)

~~[4200]~~

~~A Report(s) from field installations to Headquarters concerning maintenance, repair, and operations~~

~~1 Headquarters~~

~~DESTROY WHEN 3 YEARS OLD~~ NHB 18/9a 2

~~2 Field Installations~~

~~DESTROY WHEN 5 YEARS OLD~~

~~18/9a 1~~

~~3 All other offices/copies~~

~~DESTROY WHEN OBSOLETE OR SUPERSEDED, OR WHEN 3 YEARS OLD WHICHEVER IS SOONER~~

~~B Reports consolidated by Headquarters from reports described in Item 9a of this Schedule~~

~~1 Headquarters~~

~~DESTROY WHEN 3 YEARS OLD~~ NHB 18/9b 1

~~2 All other offices/copies~~

~~DESTROY WHEN 2 YEARS OLD~~ 18/9b 2

~~C Correspondence Files~~

~~Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers~~

~~DESTROY WHEN 2 YEARS OLD [GRS 11-1 (88)]~~

~~8~~ PROPERTY FILES

~~[4210]~~

~~A PROPERTY PASS~~

~~Property pass files, authorizing removal of property or materials from any NASA installations. This includes hand receipts for materials loaned or issued for use and are to be returned.~~

~~DESTROY 3 MONTHS AFTER EXPIRATION OR REVOCATION [GRS 18-12 (88)]~~

~~B LOAN AGREEMENT FILES~~

~~Case files, including legal agreements, correspondence, and related papers pertaining to temporary property loans. Loan agreements are with outside organizations, i.e., other Government agencies, educational institutions, individuals, profit and nonprofit organizations, who are borrowing NASA property or who are loaning property to NASA at no cost~~

~~RETIRE TO FRC 2 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH THE PROPERTY IS RETURNED. DESTROY 6 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH THE PROPERTY WAS RETURNED.~~

~~[N1-255-91-4]~~

~~Supersedes N1-255-91-4~~

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

<p>9 [4320]</p>	<p>SURPLUS PROPERTY FILES (N 18-8)</p>	<p>DESTROY WHEN 3 YEARS OLD <i>NHB 18/8</i></p>
	<p>A <u>DONATION FILES</u></p>	
	<p>Case files on surplus property donated to Health, Education, and Welfare, including pertinent HEW forms, shipping documents and related correspondence</p>	
	<p>B <u>CASE FILES</u></p>	
	<p>Case files on sales of surplus personal property, comprising invitation, bids, acceptances, lists of materials, evidence of sales, and related correspondence.</p>	
	<p>1 Transactions of more than \$25,000</p>	<p>DESTROY 6 YEARS AFTER FINAL PAYMENT. [GRS 4-3a (88)]</p>
	<p>2 Transactions of \$25,000 or less.</p>	<p>DESTROY 3 YEARS AFTER FINAL PAYMENT. [GRS 4-3b (88)]</p>
<p>(N 18-5c)</p>	<p>3. Unique files that set precedence relating to transactions over \$25,000 \$100,000. (<i>Precedence setting transactions include sale or donation of goods to foreign nations and international organizations.</i>)</p>	<p>* PERMANENT * <i>NHB 18/5c change</i> RETIRE RECORDS TO FRC AFTER FINAL PAYMENT. TRANSFER TO NARA 5 YEARS AFTER FINAL PAYMENT</p>
<p>10 [4360]</p>	<p>EXCESS PROPERTY</p>	<p>DESTROY WHEN 3 YEARS OLD [GRS 4-2 (88)]</p>
	<p>Copies of reports to GSA, correspondence and related papers regarding excess personal property.</p>	
<p>11 [4360]</p>	<p>PLANT CLEARANCE FILES - CONTRACTOR EXCESS PROPERTY (KSC ONLY)</p>	<p>DESTROY 3 YEARS AFTER YEAR IN WHICH CASE IS [N1-255-90-7]</p>
	<p>These files documents the reporting, processing, and disposition of Government furnished property/equipment provided to contractors that has become excess to their needs. These case files can consist of documentation on the excess personal property turned in to the Installation Plant Clearance Officer by cost-type on-site contractors</p>	

SCHEDULE 4

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~12 CONTROLLED MATERIAL FILES~~

- ~~[4500]
(N 17-15) A Reports on allotments, unused balances, and related matters~~
- ~~1 Office of primary responsibility~~ RETIRE TO FRC WHEN 2 YEARS OLD DESTROY WHEN 10 YEARS OLD *NHB 17/15a*
 - ~~2 All other offices/copies~~ DESTROY WHEN 2 YEARS OLD *17/15b*
- ~~(N 17-17) B Documents, ledgers, and similar documents used to control and account for controlled materials~~
- ~~1 Office of primary responsibility~~ RETIRE TO FRC WHEN 2 YEARS OLD DESTROY WHEN 10 YEARS OLD *NHB 17/17a*
 - ~~2 All other offices/copies~~ DESTROY WHEN 2 YEARS OLD *17/17b*
- ~~(N 17-10) C Allotment case files used to control and account for controlled materials~~ DESTROY WHEN 5 YEARS OLD *17/10*

~~13 ALLOCATION FILES (N 17-13)~~

- ~~[4500]
Documents reflecting the distribution of controlled materials from DOD to NASA Headquarters, and further allocations within NASA to allotting agencies. Included are documents indicating material requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, and similar data.~~ DESTROY WHEN 5 YEARS OLD *NHB 17/13*

~~14 PRIORITY RATING CASE FILES (N 17-14)~~

- ~~[4500]
Documents used in establishing the priority use of controlled materials by contractors.~~ DESTROY WHEN 3 YEARS OLD. *NHB 17/14*

~~15 DEFENSE MATERIAL SYSTEM INSTRUCTION FILES (N 17-12)~~

- ~~[4500]
Documents providing direction and guidance for the NASA program designed to control materials designated as critical by the Defense Materials System. Included are basic directives, procedures, coordination actions, studies, interpretations, and documents containing factoring data embodied in weight information, engineering estimates, and bills of materials.~~ DESTROY WHEN 2 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER APPLIES *NHB 17/12*

END OF SCHEDULE

NASA RECORDS RETENTION SCHEDULE 6

TRANSPORTATION

This records schedule is one of a series of schedules approved by the Archivist of the United States, which furnish authoritative instructions for the retention, destruction, or retirement of records held by NASA installations or offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in this schedule, pertain to the movement of goods and persons under Government orders. The records include bills of lading, transportation requests, vouchers, and similar records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. Copies of some of these records used to support payments become a part of the accountable officers' accounts, or are accounting posting media. Their disposition and description may be covered by NASA Records Retention Schedule 9.

Movement of Goods

The key record is the bill of lading, of which there are copies for consignors, consignees, and the carriers themselves. The documents related to and normally filed with the bill of lading are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other information which documents the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for military personnel and for civilian employees of the Government. Agencies shipping certain valuables under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, documents relating to claims which may ensue, and other pertinent records.

Movement of Personnel

These records include copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. These records are covered under Schedule 9.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided for under NASA Schedule 2, and NASA Schedule 10, Records Common to Most Offices.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~1 PREPAID BILLS OF LADING~~

~~[6051]
(N 22-8)~~

~~A INBOUND SHIPMENTS~~

~~Documents relating to inbound shipments where freight charges are prepaid by the shipper. Included are receiving documents, commercial bills of lading, freight bills, transit privilege bills of lading cross-reference sheets, similar documents, and related correspondence.~~

~~DESTROY WHEN 2 YEARS OLD.~~

~~NHB 22/8~~

~~(N 22-7)~~

~~B OUTBOUND SALVAGE~~

~~Documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment.~~

~~DESTROY WHEN 1 YEAR OLD~~

~~NHB 22/7~~

~~C All other copies~~

~~DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 2 YEARS OLD WHICHEVER IS SOONER.~~

~~2 FREIGHT FILES (SHIPPING)~~

~~[6100]~~

~~Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.~~

~~A Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (SF 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.~~

~~DESTROY 6 YEARS AFTER THE PERIOD OF THE ACCOUNT [GRS 9-1c (92)]~~

~~B Records covering payment for freight/transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the charges for which are published in tariffs lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to Section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs, EXCLUDING those covered by item 2d of this schedule.~~

~~DESTROY WHEN 3 YEARS OLD [GRS 9-1a(2) (88)]~~

~~C Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by Item 2d of this schedule.~~

~~DESTROY 6 YEARS AFTER THE PERIOD OF THE ACCOUNT [GRS 9-1a (92)]~~

~~D Records covering payment for commercial freight/transportation charges for services for which 1) Notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved; 2) deduction or collection action has been taken; 3) voucher contains inbound transit shipment(s); 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation; or, 6) any other condition that requires the voucher to be retained beyond the 3- or 6-year disposal period, such as detection of an overcharge/undercharge.~~

~~DESTROY WHEN 10 YEARS OLD [GRS 9-1b (92)]~~

~~E. Obligation copy of commercial passenger transportation vouchers.~~

~~DESTROY WHEN FUNDS ARE OBLIGATED. [GRS 9-1d (92)]~~

~~F Unused ticket redemption forms, such as SF 1170.~~

~~DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE USE. [GRS 9-1e (92)]~~

~~G. All other offices/copies.~~

~~DESTROY WHEN 1 YEAR OLD.~~

SCHEDULE 6

ITEM
(UFI =)

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

3 [6110]	CARRIER RATE TENDER FILES (N 22-10) Documents relating to solicited or unsolicited tenders or reduced rates and/or tariffs submitted by commercial carriers for the transportation of freight	DESTROY 1 AFTER RATES OR TARIFFS BECOME SUPERSEDED OR RESCINDED <i>NHB 22/10</i>
4 [6120]	FREIGHT RATE NEGOTIATION FILES (N 22-11) Documents relating to negotiations with carriers or carrier's associations on transportation rates, freight classifications, and similar matters	DESTROY WHEN SUPERSEDED, OBSOLETE, OR WHEN NO LONGER REQUIRED FOR CURRENT OPERATIONS OR WHEN 3 YEARS OLD, WHICHEVER IS LATER <i>NHB 22/11 change</i>
5 [6200]	TRAFFIC MANAGEMENT FEASIBILITY STUDIES (N 22-14) Reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.	DESTROY WHEN STUDY BECOMES OBSOLETE, SUPERSEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <i>NHB 22/14 change</i>
6 [6220]	LOST, DAMAGED, OR IMPROPER SHIPMENT FILES Documents used for reporting shipments received from NASA agencies contractors, and other Government agencies in damaged or otherwise unsatisfactory condition because of deficiencies in preservation, packing, packaging, marking, loading, storage, or handling. Included are records of schedules of valuables shipped, correspondence reports, and other records relating to the administration of the Government Losses in Shipment Act.	DESTROY WHEN 6 YEARS OLD [GRS 9-2 (92)]
7 [6330]	SHIPMENT OF HAZARDOUS/RADIOACTIVE MATERIALS (N 21-10) Shipping forms and all related records concerning the shipment of hazardous/toxic wastes and radioactive materials.	RETIRE RECORDS TO FRC WHEN 3 YEARS OLD DESTROY WHEN 13 YEARS OLD <i>NHB 21/10</i>
8 [6330]	MOTOR CARRIERS' EXPLOSIVE OPERATING AUTHORITY (N 22-12) Correspondence and related documents with commercial carriers concerning their facilities and procedures for transporting explosives and other dangerous articles.	DESTROY 2 YEARS AFTER AUTHORITY IS SUPERSEDED OR RESCINDED <i>NHB 22/12</i>
9 [6340]	SIZE AND WEIGHT LIMITS - HIGHWAY (N 22-13) Documents relating to individual state requirements regarding size and weight of vehicles permitted to travel state highways.	DESTROY 1 YEAR AFTER REQUIREMENTS ARE SUPERSEDED OR RESCINDED. <i>NHB 22/13</i>

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~10 HIGHWAY MOVEMENT PERMITS (N 22-15)~~

~~[6620]~~

~~Documents relating to permits obtained from pertinent state and local authorities for vehicular movements exceeding legal weight or dimension limitation, movement of hazardous waste/radioactive materials, or other legal requirements. Included are permits, documents reflecting such data as type of equipment, gross weight, axle or truck loads, height, width, and length, origin and destination of movement, nature of cargo, similar documents and related correspondence.~~

~~DESTROY 3 YEARS AFTER COMPLETION OF MOVE * ALSO SEE ITEMS 7, 8, AND 9 OF THIS SCHEDULE~~

~~NHB 22/15~~

~~11 MOTOR VEHICLE RECORDS - OPERATION AND MANAGEMENT~~

~~[6700]~~

~~A CORRESPONDENCE~~

~~Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule~~

~~DESTROY WHEN 2 YEARS OLD [GRS 10-1 (88)]~~

~~(N 12-25) B PARKING PERMIT CONTROL FILES~~

~~Documents relating to the administration and allotment of parking spaces and used to control the issuance and withdrawal of permits and record violations by holders of permits~~

~~DESTROY UPON TRANSFER OR SEPARATION OF PERMIT HOLDER OR WHEN PERMIT IS SUPERSEDED OR REVOKED, WHICHEVER IS SOONER~~

~~NHB 12/25~~

~~(N 4-8) C GASOLINE FILES~~

~~Documents relating to the issuance of gasoline, including issue forms and reports~~

~~DESTROY WHEN 1 YEAR OLD~~

~~NHB 14/8~~

~~[6710] D VEHICLE REPORT FILES~~

- ~~1 Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data, and SF 82-D, Agency Report of Sedan Data.~~
- ~~2. Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Operator's Report of Motor Vehicle Accident, SF 91A, Investigation Report of Motor Vehicle Accident, and SF 94, Statement of Witness.~~

~~DESTROY 3 YEARS AFTER DATE OF REPORT. [GRS 10-4 (88)]~~

~~DESTROY 6 YEARS AFTER CASE IS CLOSED [GRS 10-5 (88)]~~

~~[6720] E VEHICLE RELEASE / REGISTRATION & DRIVER RECORDS~~

- ~~1 Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97A, Agency Record Copy of U S Government Certificate of Release of Motor Vehicle~~

~~DESTROY 4 YEARS AFTER VEHICLE LEAVES AGENCY CUSTODY [GRS 10-6 (88)]~~

- ~~(N 12-26) 2 Documents used for the registration of privately owned vehicles and information on individual drivers~~

~~DESTROY 1 YEAR AFTER EXPIRATION OR REVOCATION~~

~~NHB 12/26~~

~~[6730] F OPERATOR RECORDS~~

~~Records relating to individual employee operations of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence~~

~~DESTROY 3 YEARS AFTER SEPARATION OF EMPLOYEE(S) OR 3 YEARS AFTER REVISION OF AUTHORIZATION TO OPERATE GOVERNMENT-OWNED VEHICLE, WHICHEVER IS SOONER [GRS 10-7 (88)]~~

SCHEDULE 6

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

11 CONTINUED: MOTOR VEHICLE RECORDS - OPERATION AND MANAGEMENT

[6730]
(N 14-7)

G TRIP TICKETS

Trip ticket files, includes daily trip tickets.

DESTROY WHEN 1 YEAR OLD

(N 14-10)

H DAILY UTILIZATION RECORDS

Documents completed by dispatcher and operator to provide information relative to the daily use of vehicle(s)

DESTROY AFTER REQUIRED TRANSFER OF INFORMATION TO OTHER RECORDS, UNLESS REQUIRED FOR ACCIDENT INVESTIGATION (SEE ITEM 11d(2)) OR TAX PURPOSES, OTHERWISE, DESTROY WHEN 3 YEARS OLD WHICHEVER IS SOONER.

NHB 14/7

[6740]

I OPERATION AND MAINTENANCE FILES

1 Operating records including those relating to gas and oil consumption, dispatching, and scheduling

DESTROY WHEN 3 MONTHS OLD [GRS 10-2a (88)]

2 Maintenance records, including those relating to service and repair

DESTROY WHEN 1 YEAR OLD [GRS 10-2b (88)]

*NHB 14/10
change*

(N 22-6)

J CAR SEAL BOOK FILES

Books containing accountable office records of the receipt and disposition of car seals and maintained to facilitate monthly inspection as to whether the the seals were properly expended

DESTROY 1 YEAR AFTER DATE OF LAST ENTRY

NHB 22/6

K VEHICLE COST FILES

Motor vehicle ledger and worksheets providing cost and expense data

DESTROY 3 YEARS AFTER DISCONTINUANCE OF LEDGER OR DATE OF WORKSHEET. [GRS 10-3 (88)]

[6752]

L VIOLATION CASE FILES

Reports, statements of witnesses, warning notices, and other case papers relating to arrest, commitments, and traffic violations

DESTROY WHEN 2 YEARS OLD OR WHEN CASE IS CLOSED, WHICHEVER IS LATER. [GRS 18-14b (88)]

[6770]

M LEASED VEHICLES

Case files on vehicles leased from GSA, including agency's copy of GSA Form 1152, statements regarding service to vehicle by other than GSA, service and inspection work orders, and motor vehicle use records

(N 14-6a)

1. GSA Form 1152

DESTROY 4 YEARS AFTER VEHICLE IS RETURNED TO GSA

NHB 14/6a

(N 14-6b)

2 All other records related to leased vehicles

DESTROY 1 YEAR AFTER COMPLETION OF ACTION

bb

N. ALL OTHER OFFICES/RECORDS

Records maintained by office other than the office of primary responsibility for operation, management, and control over agency vehicles and motor vehicle records.

DESTROY WHEN NO LONGER NEEDED, OR WHEN 1 YEAR OLD WHICHEVER IS SOONER.

ITEM [UFI#]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
12 [6730] PASR	<p>GOVERNMENT MOTOR VEHICLE OPERATORS PERMIT RECORDS - NASA 10 GMVP</p> <p>Records in this system consist of NASA employees, contractor employees other Federal and state government employees, their names, home address Social Security Numbers, physical description of individual, physical condition of individual, and traffic record</p>	<p>MAINTAIN RECORDS FOR A PERIOD OF 3 YEARS AFTER PERMIT EXPIRES OR UNTIL PERMIT HOLDER LEAVES THE AGENCY OR REQUESTS CANCELLATION DESTROY RECORDS WHEN NO LONGER REQUIRED, WHICHEVER IS SOONER</p> <p><i>6-23/8</i></p>

END OF SCHEDULE