

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-255-90-1

**TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

9/27/90

1 FROM (Agency or establishment)

National Aeronautics and Space Administration (NASA)

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION

Kennedy Space Center (KSC)

3 MINOR SUBDIVISION

Shuttle Project Engineering Office

4 NAME OF PERSON WITH WHOM TO CONFER

Steve Ernest, Project Engineer
Mary D. Fouraker, KSC Records Manager

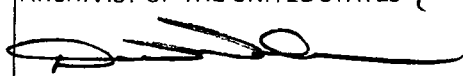
5 TELEPHONE EXT

FTS 823-2903
FTS 823-4540

DATE

7/3/91


ARCHIVIST OF THE UNITED STATES



6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 12 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 9/27/90	C SIGNATURE OF AGENCY REPRESENTATIVE  Adria A. Lipka 703/271-5541	D TITLE NASA Records Officer NASA Headquarters, NTD-1 Washington, DC 20546
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Kennedy Space Center (KSC), Technical Engineering Operations and support documents for the Space Shuttle Program (SSP) [formerly the National Space Transportation System (STS)] at KSC, including NASA contractors dated from 1979 to present.</p> <p>Records included in these files contain KSC documents utilized in day-to-day operations of the SSP. Included are records pertaining to testing, inspection, maintenance, scheduling, checkout and verification of flight operational readiness for all on-board systems and those that support ground operations. Data recorded during in-flight and landing operations are retained for post flight evaluation, and are so noted in the following descriptions. Records included in these series of records are as follow on the attached pages.</p> <p>DISPOSITION: See Attached Documentation</p> <p>When approved this item will be sequentially numbered under Uniform Files Index Number: 8600 and incorporated into the NASA Records Retention Schedules. Until NASA's RRS (NHB 1441.1B) is published and issued, authority for all disposition actions for these items will be:</p> <p style="text-align: center;">N1-255-90-1</p>		

Copies sent to agency, NNA, NN-W, NNS, NNT, NNK, NCF 7/9/91

KENNEDY SPACE CENTER (KSC), TECHNICAL ENGINEERING OPERATIONS

Technical Engineering Operations and Support Documents for the Space Shuttle Program (SSP) formerly the Space Transportation System (STS) at Kennedy Space Center.

These KSC documents are utilized in the testing and verification of the SSP hardware. They include records pertaining to testing, inspection, maintenance, scheduling, checkout, and verification of flight operational readiness for on-board systems and ground support systems:

RELEASE FOR REUSE - pertaining to magnetic tapes means the data contained thereon will be erased or degaussed from the tapes before they are released for any other purpose or use.

1. Processing Documentation

Records relating to Problem Reporting and Corrective Action (PRACA, i.e., STS element problem reports (PRs), Interim Problem Reports (IPRs), Tile Problem Reports and interim reports, Tile Discrepancy Reports and Correction Action and Assistance Requests (CAARs), Work Authorization Documents such as Operations and Maintenance Instructions (OMIs), Repetitive Task OMIs, Job Cards, Type B Test Preparation Sheets (TPS), Preventative Maintenance Instructions, Certification and Calibration Procedures, Instruction Change Requests, Work Orders and other working procedures. Also included are the operational processing schedules, trouble tickets, work control documents, test support operations, processing support plan, Operations and Maintenance Plan, Data Management, schedule and status summary and any engineering or operational logs. Technical configuration management requirements and change control documents should be included as well as Operations, Maintenance, Requirements and Specifications (OMRS), any Requirements Change Notices or Waivers/Exceptions to these requirements. Any support or related documents to the above.

- a. Specified records pertaining to the Orbiter, Space Shuttle Main Engines and Orbital Maneuvering System pods.

DISPOSITION:

- (1) Paper records: Retire paper records to FRC Atlanta 5 years after launch of vehicle and after microfilming. Destroy when 20 years old.
- (2) Microfilm: Retain at KSC. Destroy when information is 20 years old.

- b. Records pertaining to the External Tank and Solid Rocket Boosters.

DISPOSITION:

SEE ABOVE DISPOSITION

- c. Records pertaining the Ground Support Equipment.

DISPOSITION:

SEE ABOVE DISPOSITION

- d. Records pertaining to the Launch Processing System, facility support, complex control system, instrumentation and calibration and operational communication system.

DISPOSITION:

- (1) Paper Records: Retire to FRC Atlanta when 2 years old and after microfilming. Destroy when 17 years old.
- (2) Microfilm: Retain at KSC. Destroy when 20 years old.

- e. Records pertaining to the Information Management Systems; Shuttle Processing and Data Management System (SPDMS); Process Engineering and Control System (PECS); Lockheed System Data Network (LSDN); and, also including vendor supplied documentation, hardware and software standards, problem tickets, software release notices, review item disposition, functional requirements document, user guide(s), verification procedures and associated documents.

DISPOSITION:

Retain these records for 2 years or until next revision cycle, then destroy.

- f. Official record copy of Operations and Maintenance Instructions not included in 1(a). Records in this series include: Launch Countdown; PAD aborts (S007); Flight readiness firings; Cryogenic Tanking Tests (S0037); Impound/accidents; and Special Tests. (Documents in this item are considered the OMI - 5 volume set.)

DISPOSITION:

- (1) Paper Records: Retire to FRC Atlanta when 5 years old and after microfilming. Destroy when 20 years old.
 - (2) Silver Microfilm: ^{Permanent} Transfer to NARA in 5 year blocks.
 - (3) Diazo Copy of Microfilm: Retain at KSC. Destroy when no longer needed.
- g. Photo contact sheets identifying still photos related to items 1 (a-d).

DISPOSITION:

Retain records for 2 years and then destroy both the photos and associated contact sheets. (Note: Negatives of photo contact sheets are included under Item 4c.)

2. Design and Configuration Management

Records relating to the design and configuration management support including Type A Test Preparation Sheets (TPS), Engineering Support Requests, Change Control Board Directives, Change Requests, engineering assessment and instructions, modification instruction packages, field engineering changes, configuration change assessments, control board meeting minutes and dispositions, and other similar documentation.

- a. Complex Control System Facility Support and Ground Support Equipment.

DISPOSITION:

- (1) Paper Records: Retire records to FRC Atlanta when 5 years old and after microfilming. Destroy when 20 years old.
 - (2) Microfilm: Retain at KSC. Destroy when 20 years old.
- b. Launch Processing System and Information Management Systems (SPDMS, PECS, LSDN).

DISPOSITION:

- (1) Paper Records: Microfilm records; destroy paper records when 5 years old and after microfilm verification.

(2) Microfilm: Retain microfilm at KSC until system is replaced by next generation design or destroy when 25 years old, whichever is earlier.

c. Design Drawings for Ground Support Equipment.

DISPOSITION:

Retain documents for the life of the system, plus 1 year, then destroy.

3. Magnetic Data Tapes - STS Only

These are tapes that are related to or are the Launch Processing System (LPS) pertaining to Space Transportation System processing, digital and analog magnetic tape data.

a. Tape data relating to daily KSC test operations including instrumentation and calibration, and firing room test operations.

DISPOSITION:

Retain data for the previous flow of respective vehicle only, then allow engineering review to determine retention of specific testing data and release tapes for reuse. For extended processing flow greater than 1 year, perform engineering review of data, and release tape for reuse.

b. Tape data relating to Launch Countdown and Flight Readiness Firing, Cryogenic Tanking Tests and Master LPS operating system tapes, such as Control Checkout and Monitor Subsystem (CCMS), Test Configuration Identification (TCID) save tapes, Central Data System (CDS), Test Configuration Identification Build Tapes (TCID), Control Checkout and monitor Subsystem/Complex Control System (CCMS/CCS) operating system tapes, and, RPS Data Base Save Tapes utilized to support specified testing starting at T-8 hours to T+1 hour or end of drain back.

DISPOSITION:

Retain data at KSC for the life of the program or when the Office of Space Flight determines the shuttle flight program has been terminated, superseded, or considered obsolete.

- c. Tape data relating to Landing and specific engineering save data. Also Virtual Address Extension (VAX) data tapes.

DISPOSITION:

Retain data for 5 flows of respective vehicle, then release tapes for reuse.

- d. Tape data relating to complex control system.

DISPOSITION:

Retain data for six months, then release for reuse.

- e. LPS operational data tapes which include save tapes, verified software, TCID save tapes, System Build Application Program Library Maintenance (APLM) transmit tapes, Vandenberg Air Force Base (VAFB) closeout magnetic tapes and related data.

DISPOSITION:

Retain tapes for 2 years, then release for reuse.

- f. Data tape products and file space related to Flight Software Support including Mass Memory Patches, Shuttle Data Tape, Mass Memory Loads, Ground Support Equipment Kennedy Avionics Test Set (GSE KATS) load, Shuttle Data Files, Primary Avionics System Software/Backup Flight System (PASS/BFS) Memory Certification, Inertial Measurement Unit (IMU) Calibration, and, associated data.

DISPOSITION:

Retain data for 1 flow of respective vehicle or next revision level, whichever is first, then release tapes and/or file space.

- g. Data tapes related to LPS software development involving troubleshooting and debug. Also tapes associated with Information Management Systems; SPDMS, PECS, and LSDN.

DISPOSITION:

Retain tapes for a minimum of 2 weeks or release for reuse according to local practice, whichever is longer.

h. Instrumentation and Calibration Data

- (1) Related to booster stacking operations.

DISPOSITION:

Retain data for 1 flow of vehicle, then release for reuse.

- (2) Determined to be of significant value by KSC engineering.

DISPOSITION:

Retain data for 5 flows, then release for reuse.

- (3) Data pertaining to adverse weather conditions.

DISPOSITION:

Retain data for 6 months, then release for reuse.

i. Hypergolic Maintenance Facility processing data related to Orbital Maneuvering System Pod Checkout.

DISPOSITION:

Retain data for 1 year, then release for reuse.

4. Still Photos, Video, and Motion Pictures

a. Space Transportation System (STS) documentary motion picture, video, film, and still pictures.

- (1) Still Pictures:

DISPOSITION:

PERMANENT. Retain negatives on-site for 5 years.

Transfer original negative and (1) captioned print

Ry (where available) to NARA, ~~Still Pictures Branch~~

Ry ~~(NNSP), 7th and Pennsylvania Avenue, NW, Washington, DC~~

Ry ~~20408~~, when 5 years old. Indexes/Finding aids should be transferred with the records.

(2) Motion Picture Film and Video Tape:

DISPOSITION:

Ry
Ry
Ry PERMANENT. Retain on-site for 5 years. Transfer along with any indexes/finding aids to NARA, ~~Motion Picture Sound and Video Branch (NNSM), 7th and Pennsylvania Avenue, NW, Washington, DC 20408,~~ when 5 years old.

- b. STS Research and Development audiovisual products. Records include STS R&D coverage, training, and construction progress films, and still photos.

(1) Still Pictures:

DISPOSITION:

Ry
Ry
Ry
Ry PERMANENT. Retain negatives on-site for 1 year. Retire negatives, (1) captioned print of each (where available) and any support indexes/finding aids to ~~NARA Still Picture Branch (NNSP), 875 S. Pickett Street, Alexandria, VA 22304~~ ^{FRC Atlanta} for 15 years interim storage. Transfer to NARA ~~custody~~ when 16 years old.

(2) Motion Picture Film and Video Tape:

DISPOSITION:

Ry
Ry
Ry
Ry PERMANENT. Retain on-site for 1 year. Retire video tape and motion picture film (include reproducing copy of film is available) along with any supporting indexes/finding aids to ~~NARA Motion Picture, Sound, and Video Branch (NNSM), 875 S. Pickett Street, Alexandria, VA 22304~~ ^{FRC Atlanta} for 15 years interim storage. Transfer to NARA ~~custody~~ when 16 years old.

- c. Flight Element Engineering Closeout photo's and motion picture/video.

DISPOSITION:

Retain film/video and still negatives for 5 years on site, then retire to FRC for 15. Destroy when 20 years old.

- d. 16 mm Film/Print Footage STS Engineering

Film footage consists of day-to-day activities or events which may include any of the following in short clip film format, finished/raw footage, or short films:

Arrivals of various dignitaries; KSC conference proceedings; astronaut arrivals; some launch coverage; equipment rollouts (e.g., SRB, shuttle, external tank); arrival of "new" shuttles or external tanks; ground breaking ceremonies for new facilities; and other miscellaneous daily activities.

DISPOSITION:

- (1) Original Film. ^{PERMANENT} Transfer approximately 94,000 feet (3,124 reels consisting of approx. 300' reels) to the immediate custody of the National Archives.
- (2) Copies of Film. Donate all copies of the original film as cited in (1) above to the custody of either institution:

Kansas Cosmosphere and Space Center
 Attn: Mr. Rick Donovan
 1100 N. Plum Street
 Hutchinson, KS 67501

(Point of Contact: Mr. Rick Donovan
 (316) 662-2305 or
 Mr. Max Ary)

Brevard Community College
 Attn: Mr. Robert A. Aitken
 Provost, Cocoa Campus
 1519 Clearlake Road
 Cocoa, FL 32922

(Point of Contact: Mr. Robert Aitken
 (407) 632-1111)

5. Payload Processing Documents

Payload records pertaining to Operations and Maintenance Instructions, Test and Assembly procedures, Test and Inspection Records, Discrepancy Reports, Test Preparation Sheet, Assembly Orders, Fabrication Orders, Removal Control Cards, Contractor Unique Work Documents and associated documentation.

- a. Specified records (as cited above) which are mission and non-mission unique.

DISPOSITION:

- (1) Paper Records: Retire records to FRC Atlanta when 1 year old and after microfilming. Destroy when 16 years old.

(2) Microfilm: Retain at KSC. Destroy when 20 years old.

- b. Records pertaining to entry control logs, calibration and maintenance, data sheets, contamination analysis/cleaning, support requests, temperature/humidity charts, field engineering change, engineering instructions and associated documentation.

DISPOSITION:

Retain records for 1 year following mission, then destroy.

- c. Records pertaining to Operations, Maintenance, Requirements and Specifications including Revision Change Notices and Exceptions/Waivers.

DISPOSITION:

Retain documents for 2 years on site, then retire to FRC for 5 years. Destroy when 7 years old.

6. Payload Data Tapes/Optical Disk Data

These are the magnetic data tapes for the payload as relates to the STS program.

- a. Automated Test Equipment/High Rate Data System Tapes (Spacelab).

DISPOSITION:

Retain until 1 month after the next similar Spacelab mission then destroy (release for reuse).

- b. Cargo Integration Test Equipment/CITE Augmentation System Data Tapes.

DISPOSITION:

- (1) CITE Tapes: Retain for 1 year then destroy (release for reuse).
- (2) CAS Tapes: Retain for 30 days then destroy (release for reuse).

- c. Payload Checkout Unit/High Rate Multiplexer Input/Output Test Set/Partial Payload Checkout Unit.

DISPOSITION:

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Retain until 1 year after completion of mission, then destroy (release for reuse).

- d. Tapes relating to the storage of database operating system and magnetically archived data records for the Payload Data Management System.

DISPOSITION:

Tapes are recycled for use 2 years after creation.

- e. Tapes relating to the storage of telemetry and tracking data from the launch of Expendable Launch Vehicles.

DISPOSITION:

Major test tapes are recycled after 5 similar missions. Other tapes will be recycled after the launch of the next similar vehicle.

7. Propellant Consumable Management

These are records pertaining to propellant analysis reports and fluid sample analysis relevant to the STS program.

DISPOSITION:

Retain documentation for 5 years on site, then retire to FRC for 5 years. Destroy when 10 years old.

8. Firing Room Testing Data

Firing room records and test data are records/documents which accumulate daily or during testing.

- a. Launch Processing System (LPS) records pertaining to shared peripheral data, line printer(s), hard copies, strip charts, printer plotter, and related data.

DISPOSITION:

Retain computer printouts for 2 weeks, then destroy.

- b. Launch Processing System (LPS) records created by Operations and Maintenance Instruction S9002 Integrated Data Requirements for engineering evaluation.

DISPOSITION:

Retain data records for 1 year after date of creation, then destroy.

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9. Launch Processing System (LPS) Supporting Documentation

LPS documents pertaining to Test Configuration Identification Releases (TCID), software development problem reports, test preparation sheets, on-board computation facility data listing, master measurement lists, integrated system number release authorization, function designator directory listing, LPS release notices, goal expanded source listings, system build OMI data sheets, system build Test Configuration Identification (TCID) generated listings, system build model listing, software verification procedures, Reconfiguration Network (RNET) documentation and associated records.

DISPOSITION:

Retain records for 1 year, allow for technical/engineering review. After review destroy documentation, OR destroy records when 5 years old, whichever is sooner.

10. Copies of Records, Microfilm, and Data Tapes

Copies of records, documentation, microfilm, and data tapes contained in any of the above cited records series maintained at any other installation(s) other than at Kennedy Space Center.

DISPOSITION:

Destroy when no longer needed for reference, or when 5 years old whichever is sooner.