

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 N1-255-94-1	DATE RECEIVED 11/12/93
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		DATE 8/1/95	
4. NAME OF PERSON WITH WHOM TO CONFER Adria A. Lipka	5 TELEPHONE 202 358-1372	ARCHIVIST OF THE UNITED STATES John W. Carl	

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 11893	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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>NASA Records Retention Schedules (NHB 1441.1B) Chapters 1 and 2. See attached.</p> <p>This certifies that records in this schedule that have been approved for conversion to a filmed medium, will be microfilmed, stored, and inspected in accordance with the standards set forth in 36 CFR, Part 1230.</p>		

Copies sent to agency, NSE, NNS, NNT, NSX, NCF, NIA 8/9/95

NASA RECORDS RETENTION SCHEDULE 1

ORGANIZATION AND ADMINISTRATIVE 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 1, are the general, management, and administrative types of records essential to ordinary office operations but distinct from the records of functional activities as set forth in other NASA Records Retention Schedules. Some of the records categorized and listed are found only in offices at the upper management levels; others are found at almost every organizational level. Offices with functional management responsibilities will usually need to consult at least one other schedule, in addition to NRRS 1, in order to effectively control the disposition of their records.

SCHEDULE 1

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~1 EMERGENCY DIRECTIVES REFERENCE FILES~~

~~[1040]
(N 1-21)~~

~~Copies of Emergency Operating Directives, plans, and procedures issued by the agency, including delegations of authority, emergency assignments, functions, and instructions (other than those issued in case files), as well as those issued by FEMA, other Federal agencies, state and local governments, and the private sector. (NON-RECORD COPIES)~~

~~DESTROY WHEN OBSOLETE OR SUPERSEDED.
[GRS 88 RESND (18-29)]~~

2 EMERGENCY PREPAREDNESS POLICY FILES

[1040]
(N 1-20)

Record copy of each agency-wide or installation emergency directive, plan, and procedure issued by the responsible office, including related background papers and program development reports consisting of a copy of each plan or directive issued.

A. One record copy of each plan or directive issued, if NOT included in the agency's permanent set of master directives.

* PERMANENT *
CUT OFF WHEN SUPERSEDED AND RETIRE TO FRC WHEN 3 YEARS OLD. TRANSFER TO NARA WHEN 15 YEARS OLD IN 10 YEAR BLOCKS (e.g., offer 1970-79 block in 1995)
[GRS 88 RESND (18-28)]

B. File copy of plan or directive if agency record copy is maintained in a master directives file and all related background materials.

DESTROY 3 YEARS AFTER ISSUANCE OF A NEW PLAN OR DIRECTIVE.
[GRS 18-27 (92)]

C. All other copies.

DESTROY WHEN OBSOLETE OR SUPERSEDED.

~~3 EMERGENCY PLANNING ADMINISTRATIVE CORRESPONDENCE~~

~~[1040]~~

~~Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in these schedules.~~

~~DESTROY WHEN 2 YEARS OLD.
[GRS 18-26 (88)]~~

4 EMERGENCY PLANNING AND READINESS REPORTS - change

[1040]
(N 1-22)

Agency reports of operators tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans, including exercises and trial tests.

DESTROY WHEN 3 YEARS OLD, OR 1 YEAR AFTER COMPLETION OF NEXT EXERCISE WHICHEVER IS LATER
[GRS 88 RESND (18-30)]

~~5 OPERATIONS TEST FILES~~

~~[1040]
(N 1-23)~~

~~Files accumulating from tests conducted under agency emergency plans such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities and reports (excluding consolidated and comprehensive reports).~~

~~DESTROY WHEN 3 YEARS OLD.
[GRS 18-28 (88)]~~

SCHEDULE 1

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
6 [1050]	AGREEMENTS: MEMORANDA OF UNDERSTANDING (MOU) - New Signed, original MOUs and Letter Agreements between NASA and others with correspondence and all documents concerning the agreement matters, such as interagency, intra-agency, or international affairs. A. Record copies. HQ: Office of External Relations B. Installations: Office of Primary Responsibility C. All other copies.	* PERMANENT * RETIRE TO THE CUSTODY OF THE NASA ARCHIVIST OR HISTORIAN. THEY WILL TRANSFER TO NARA WHEN NO LONGER NEEDED TO PREPARE NASA HISTORIES OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. * PERMANENT * RETIRE TO FRC 2 YEARS AFTER EXPIRATION. TRANSFER TO NARA 10 YEARS AFTER EXPIRATION. DESTROY WHEN OBSOLETE OR SUPERSEDED.
7 [1050] (N 1-4)	AGREEMENTS: INTERAGENCY AND INTRA-AGENCY WITH OTHER GOVERNMENT AGENCIES Case files on agreements between NASA and other Government agencies. Includes correspondence and all documents/materials concerning the agreement. A. Office of primary responsibility. B. All other offices/copies.	* PERMANENT * RETIRE TO FRC 2 YEARS AFTER COMPLETION OR EXPIRATION. TRANSFER TO NARA 10 YEARS AFTER COMPLETION/EXPIRATION. DESTROY WHEN OBSOLETE OR SUPERSEDED.
8 [1070] (N 1-8)	HISTORICAL ITEMS/SOURCE FILES - change Documents that have unusual or immediately recognizable historical significance and are filed among other documents that are scheduled for disposal will be noted and removed from the file before transfer or destruction. Agency histories and selected background materials. Narrative agency histories, including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention. A. <u>HISTORY SUBJECT FILES</u> (Located in Agency/Installation History Offices, including any indexes or finding aids if available.) 1. 1945 - 1989 Material in this collection dates from 1945 to 1989 and may be contained in boxes, letrievers, or file cabinets. Material is marked and accounted for in two categories: (1) Dated/marked when material is added to collection; and (2) Dated/marked when material is accessed for research purposes.	* PERMANENT * RETAIN RECORDS IN AGENCY FOR 5 YEARS, STARTING JANUARY 1993. TRANSFER TO NARA NO LATER THAN DECEMBER 31, 1998, UNLESS THERE IS AN AGENCY REQUEST CERTIFYING ACTIVE AGENCY USE AND NEED SUCH REQUEST WILL SPECIFY NEW TRANSFER DATE FOR MATERIAL SO CERTIFIED.

SCHEDULE 1

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

8
[1070]
(N 1-8)

CONTINUED: HISTORICAL ITEMS/SOURCE FILES

2. 1990 and Continuing.
[SEE NOTE₁]

*** PERMANENT ***
RETAIN IN AGENCY SPACE UNTIL NO LONGER NEEDED OR ⁷⁵75 YEARS OLD WITH 5 YEARS CONSECUTIVE INACTIVE AGENCY USE OR UNTIL 30 YEARS OLD, WHICHEVER IS LONGER.

B. READY REFERENCE MATERIAL

Reference material published/sponsored by NASA (Shelf documentation/books).

RETAIN INDEFINITELY IN AGENCY SPACE UNTIL NO LONGER NEEDED, OR DESTROY WHEN 75 YEARS OLD, WHICHEVER IS LONGER.

9
[1070]
(N 1-29)

HISTORY OFFICE CONTRACTOR DELIVERABLES (BOOKS) - change

Copies of documents collected and used as source data in preparation of historical volumes. Included are duplicates or copies of correspondence, reports, directives, pamphlets, publications or other official records; preliminary or partial drafts; authors' outline(s); authors' original notes; responses from readers; reviews; and comparable documents.

- A. Materials related to completed volumes.
(After publication of the finished book)
- B. Materials accumulated for future volumes.
- C. Published materials/books.

RETIRE TO FRC ONE YEAR AFTER PUBLICATION. DESTROY WHEN 6 YEARS OLD.
Destroy when no longer needed.
~~DISPOSE OF IN ACCORDANCE WITH ITEM 8 OF THIS SCHEDULE~~

*** PERMANENT *** *of each*
TRANSFER ONE COPY ~~ANNUALLY~~ *new release when published.*

10
[1070]
PASR

HISTORY ARCHIVES BIOGRAPHICAL FILES - NASA 10 HABC - new

Biographical data, speeches, and articles by individuals who are of historical significance in aeronautics, astronautics, space science, and other concerns of NASA; correspondence, interviews, and various other tapes and transcripts of program activities

CGS 4/28/94

MOST FILES ARE RETAINED INDEFINITELY IN AGENCY REFERENCE COLLECTIONS (HISTORY OFFICES/ ARCHIVES) ~~OR~~ *DESTROY WHEN NO LONGER NEEDED.*
~~RETIRE TO FRC UNDER ITEMS 8 OR 9 OF THIS SCHEDULE.~~

11
[1070]

HISTORY OFFICE FILES - ADMINISTRATIVE - new

Routine office files, general correspondence, and other materials related to the day-to-day operations and management of the history office and its programs.

CGS 11/21/94

RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 6 YEARS OLD.

NOTE₁: *Excluded are electrostatic copies of agency documents made for convenient reference*

SCHEDULE 1

ITEM
[UEI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

12
[1101]
[1410]

ORGANIZATIONAL FILES (N 1-3)

A. Organizational charts, NASA Directives, and reorganization studies, graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the agency's programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent of limits of an agency's programs and projects.
[SEE NOTE₁]

* PERMANENT *
RETIRE TO FRC WHEN 5 YEARS
OLD. TRANSFER TO NARA IN
5 YEAR BLOCKS WHEN 20 YEARS
OLD.
[GRS 88 RESND (16-13a)]

B. Management appraisal files, narrative and statistical reports on significant accomplishments, accounts of and rationale for reorganizations, establishment or disestablishment of field installations; special reports on key planning studies, with related papers showing inception, scope, procedure, results, and case files on approved plans, policies, mission, and programs.

1. Office of Primary Responsibility.

* PERMANENT *
RETIRE TO FRC WHEN 5 YEARS
OLD. TRANSFER TO NARA IN 5
YEAR BLOCKS WHEN 20 YEARS
OLD.

2. All other offices/copies.

DESTROY WHEN OBSOLETE,
SUPERSEDED, OR WHEN NO
LONGER NEEDED.

13
[1130]
[1410]
(N 1-2)

FUNCTIONAL STATEMENTS

Formally prepared descriptions of the responsibilities assigned to the senior executive officers of the agency at the division level or higher. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.

A. RECORD COPIES.
HQ: OFFICE OF MANAGEMENT OPERATIONS,
NASA DIRECTIVES & FEDERAL REGULATIONS
(Record copy is included in NMI System)

* PERMANENT *
See ITEM 72.

B. INSTALLATIONS Office of Primary Responsibility.

* PERMANENT *
See Above.

C. All other copies.

DESTROY WHEN OBSOLETE,
SUPERSEDED, OR NO LONGER
NEEDED.
[GRS 88 RESND (16-13b)]

NOTE₁: Excluded from this series are those Organization Charts included in the NASA Directives System -- See Item 72 of this Schedule.

SCHEDULE 1

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

14
[1150]

COMMITTEES, BOARDS, COUNCILS, PANELS, AND CONFERENCES - change
[SEE NOTE₁] [See Note₂]

(N 1-6) A. Records relating to establishment, organization, membership, and policy.

(N 1-7)

(N 24-12)

(N 24-13)

1. Intra-agency, advisory, or international.

* PERMANENT *

RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA 5 YEARS AFTER DISSOLVEMENT OF COMMITTEE, OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. c/s
5/22/95

~~2. Internal or interagency~~

~~DESTROY 2 YEARS AFTER TERMINATION OR DISSOLVEMENT OF COMMITTEE. [GRS 16-8a (88)]~~

B. Records created by committees . . . and conferences.

1. Agendas, directives, minutes, reports (interim and final), reports covering general operations of the group, records relating to establishment, revision, or termination of a program/project, and records documenting the accomplishments of the group.

(a) Office file of the group maintained by the sponsor, to the group, Chairperson, or other designee.

* PERMANENT *

RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA 5 YEARS AFTER DISSOLVEMENT, OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. 5/22/95 c/s

(b) All other copies

DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER. [GRS 16-8b(1) (88)]

2. All other records produced by the group.

DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER. [GRS 16-8b(1) (88)]

3. Records maintained by individual members.

DESTROY UPON TERMINATION OF MEMBERSHIP, OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.

NOTE₁: Excluded from this series are those records created by the Inventions and Contributions Board -- See Item 16 of this Schedule.

NOTE₂: Routine & ad hoc conferences and meetings, see item 19 for this schedule.

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

ITEM <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM RETENTION</u>
15 [1150] (N 1-13)	CONGRESSIONAL COMMITTEE FILES A. Correspondence with members of Congress regarding information about NASA that is to be used for Congressional Committees, hearings, or briefings (THIS INCLUDES TESTIMONIES TO). B. Transcripts of NASA Hearings before Congressional Committees (edited).	* PERMANENT * RETIRE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA WHEN 20 YEARS OLD. DESTROY WHEN 15 YEARS OLD
16 [1170] (N 13-16)	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES A. Minutes of meetings of the Inventions and Contributions Board. 1. Record copy. HQ: BOARD OF CONTRACT APPEALS 2. Installations. Monetary Awards Only (Significant). 3. All other copies. B. Copies of documents/records created by the Board that are maintained at field installations or by Board members.	* PERMANENT * TRANSFER TO NARA WHEN 5 YEARS OLD. RECORDS ARE SUBMITTED TO NASA HQ BY COGNIZANT TU PROGRAM OR PATENT PROGRAM AS APPLICABLE. DESTROY WHEN NO LONGER NEEDED. DESTROY WHEN NO LONGER NEEDED.
(N 13-17)	C. Alphabetical files, by contributor, on contributions NOT considered for award; files include correspondence, evaluations, and all related papers/records.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 23 YEARS OLD.
(N 13-17)	D. Alphabetical files, by contributor, on contributions considered for award, files include correspondence, evaluations, recommendations by the Inventions and Contributions Board and the Administrator and all related records/documentation.	RETIRE TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 22 YEARS OLD.
(N 13-18)	E. Denied Award Hearings Files Case files on hearings evolving from denied awards from the Inventions and Contributions Board.	RETIRE TO FRC AFTER CASE IS CLOSED. DESTROY WHEN 25 YEARS OLD.
	F. Award case files/applications that have been microfilmed. 1. Paper Records. 2. Microfilm/microfiche Records.	DESTROY WHEN MICROFILM/MICROFICHE HAS BEEN VERIFIED. DESTROY WHEN NO LONGER NEEDED OR WHEN 25 YEARS OLD WHICHEVER IS SOONER.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~17
[1180]~~ **NASA BOARD OF CONTRACT APPEALS CASE FILES--GOVERNMENT COUNSEL'S CASE FILES**

~~(N 13-22) Appeals before the NASA Board of Contract Appeals consisting of Notices of Appeal, complaint, answer and/or motion, correspondence, transcripts of proceedings before the Board, exhibits, briefs in support of the parties' positions taken under the disputes clause of a NASA contract, and Board decisions, together with working papers of the trial attorney charged with representing NASA before the Board.~~

~~RETIRE TO FRC 2 YEARS AFTER BOARD HAS RENDERED ITS DECISION OR CASE IS SETTLED. DESTROY WHEN 6 YEARS OLD.~~

~~18
[1180]~~ **BOARD OF CONTRACT APPEALS CASE FILES**

~~(N 17-49) Records of appeals of NASA contractors under the disputes clause of a NASA contract, including findings and final decisions of NASA contracting officers, pleadings, transcripts of hearings, briefs, exhibits, and related correspondence, memoranda, working papers, Board decisions, and other related papers/documentation.~~

~~A. Cases in which the appeal was withdrawn or settled.~~

~~RETIRE TO FRC 2 YEARS AFTER YEAR IN WHICH APPEAL WAS WITHDRAWN OR SETTLED. DESTROY 6 YEARS, 3 MONTHS, AFTER FINAL ACTION ON DECISION. [GRS 3-15a]~~

~~B. Cases in which the Board rendered a decision.~~

~~RETIRE TO FRC 6 YEARS AFTER YEAR IN WHICH DECISION WAS RENDERED. DESTROY WHEN 11 YEARS OLD. NUB 12/49~~

~~C. Records created after September 30, 1979.~~

~~DESTROY 1 YEAR AFTER FINAL ACTION ON DECISION. [GRS 3-15b (88)]~~

SCHEDULE 1

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
19 [1200] (N 1-39) (N 24-14)	SYMPOSIA AND CONFERENCE FILES - MANAGEMENT Files (including invitations, attendance records, agenda, minutes, reports, etc.) of routine and ad hoc conferences and meetings, such as meetings of non-project working groups and task groups, included are staff meetings related largely to administrative matters.	RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 5 YEARS OLD. [GRS 88 RESND [16-12]]
20 [1200]	COMMITTEE MANAGEMENT OFFICERS - FEDERAL ADVISORY COMMITTEE ACT FILES Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act, including copies of charters, membership lists, agendas, policy statements, and material required to be available for public information.	DESTROY 5 YEARS AFTER TERMINATION OF COMMITTEE. [GRS 16-8c (88)]
21 [1216] (N 17-18)	SPECIAL PRIORITIES ASSISTANCE FILES Documents used in requesting, coordinating, and granting priorities. A. Office of Primary Responsibility. B. All other offices/copies.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. DESTROY WHEN 2 YEARS OLD.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

22 RECORDS OF TOP MANAGEMENT OFFICIALS
[1216]
[1220]

(N 1-1)

A. UPPER LEVEL MANAGEMENT - ADMINISTRATOR, DEPUTY, ASSOCIATES, ETC

Office of the Administrator, Deputy, Associate Administrator, Assistant Administrator, Installation Director, or equivalent management levels (construed to include the heads of any organizational level which has been delegated the responsibility of serving as "office of record" or "Office of Primary Responsibility" (OPR)).

* PERMANENT *
RETIRE TO FRC WHEN 5 YEARS OLD IN 5 YEAR BLOCKS.
TRANSFER TO NARA WHEN 10 YEARS OLD.
[GRS 88 RESND [23-2]]

Files for these office contain materials reflecting policy, studies, and analyses and program development, including correspondence and informal notes between NASA officials; with private sources, foreign governments, and other U.S. Government agencies. Files/correspondence making up the "official file copy." Records included in this series may consist of calendars, appointment books, schedules, which contain a record of official conferences/meetings and other communications, official logs/diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity, created and maintained in hard copy or electronic form [SEE. NOTE₁]

* HQ: OFFICE OF THE ADMINISTRATOR OPR*.
ADMINISTRATOR'S CORRESPONDENCE UNIT (ACC)
[SEE: NOTE₂]

~~B. DIVISION OFFICES AND LOWER~~

~~Files of Division offices and lower, will normally contain correspondence of a routine nature. This correspondence generally consists of inquiries and replies that can be answered with available information. Records of other than those defined in "A" above containing substantive information relating to official activities.~~

~~DESTROY OR DELETE WHEN
2 YEARS OLD
[GRS 23-5a (88)]~~

~~C. ROUTINE MATERIAL~~

~~Routine materials containing NO substantive information regarding the daily activities of other than high level officials as defined in "A" above; and records of all Federal employees containing substantive information, the substance of which has been incorporated into official files.~~

~~DESTROY OR DELETE WHEN
NO LONGER NEEDED.
[GRS 23-5b (88)]~~

NOTE₁: Excluded from this series are Personal Papers. (See NARA Management Guide, "Personal Papers of Executive Branch Officials.")

NOTE₂: This collection may or may not capture the files physically located in the Office of the Administrator.

* OPR = Office of Primary Responsibility

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

23
[1200]
[1216]

LANGLEY CENTRAL CORRESPONDENCE FILES (LaRC ONLY) - *new*

A. NACA/NASA Correspondence System (Dated: 1940 to December 1984)

These files consist of general administrative, project, and program incoming and outgoing correspondence received at LaRC maintained in microfilm format. Records include the associated "File Code Log Books" (paper copy only). This record series also includes the computer print-outs containing the roll number for image on file (paper copy). Document is considered a finding aid. Documents were filmed by subject code vs. date therefore documentation is intermixed.

* PERMANENT *
MAINTAIN ON-SITE IN THE CORRESPONDENCE AND RECORDS MANAGEMENT SECTION (CODE 101) UNTIL NO LONGER NEEDED FOR REFERENCE USE. TRANSFER TO NARA 20 YEARS AFTER DATE OF LAST DOCUMENT FILMED.

~~(TRANSFER JANUARY 1, 2005)~~

Transfer immediately

B. Document Locator Number Central Correspondence File (DLN File)

These files start with the period January 1985 and consist of general administrative, project, and program incoming and outgoing correspondence received at LaRC maintained in microfilm format.

1. Paper originals as received.

MICROFILM RECORDS WITHIN 6 MONTHS OF RECEIPT, CREATING 2 SILVER HALIDE COPIES. DESTROY PAPER COPIES UPON VERIFICATION OF MICROFILM IMAGE WITHIN 1 MONTH OF FILMING PROCESS.

2. Microfilm copies.

These records are in microfilm format and are operated on an IBM or compatible system and documents/records are located on this system via the use of a "Keyword" search program. (SEE ITEM 3.)

(a) DLN copy.

RETAIN ON-SITE IN THE CORRESPONDENCE AND RECORDS MANAGEMENT SECTION UNTIL NO LONGER NEEDED. OFFER TO LaRC HISTORY OFFICE AT THAT TIME. DESTROY WHEN 75 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS EARLIER.

(b) original and duplicate.

* PERMANENT *
TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD.

3. ~~Computer software program.~~ *LaRC Correspondence System*

~~Programming designed to operate and locate documents contained within the DLN Central Correspondence Files. This programming was developed in-house and operates on an IBM or compatible system. This is the main operating system for the DLN microfilm program.~~

This system serves as the finding aid to the DLN Central Correspondence files. (Covers 1985 to present.)

* PERMANENT *
TRANSFER 1 COPY OF THE PROGRAM AND ASSOCIATED DOCUMENTATION, INCLUDING 1 COPY OF THE DATABASE INFORMATION AND ANY ASSOCIATED DOCUMENTATION, AND USER'S MANUAL ALONG WITH THE FIRST TRANSFER OF PERMANENT MICROFILM AS IDENTIFIED IN ITEM 2. TRANSFER ANY UPDATES ~~TO THE PROGRAM~~ WITH SUBSEQUENT TRANSFERS OF MICROFILM.

ITEM
[UF#]DESCRIPTION OF RECORD SERIESMINIMUM
RETENTION~~24
[1216]~~~~TRANSITORY OR TEMPORARY INTERNAL ADMINISTRATIVE FILES~~~~Administrative operations files of organizational offices of a routine or temporary nature concerning administrative matters. Papers of short-term interest which have no documentary or evidential value. Examples of such correspondence are below:~~~~DESTROY WHEN 3 MONTHS OLD
OR WHEN NO LONGER NEEDED,
WHICHEVER IS SOONER.
[GRS 23-7 (88)]~~

- ~~A. Requests for information or publications - Routine requests for information, publications, or other printed material, and copies of replies which require no administrative action, no policy decision, and no special compilation or research for the reply.~~
- ~~B. Letters of transmittal - Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.~~
- ~~C. Quasi-official notices. 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, and similar papers.~~

SCHEDULE 1

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
25 [1216] (N 24-18)	ROUTINE CONTROL FILES Job control records, status cards, routing slips, work processing sheets, correspondence control forms, receipts for records charge-out, and other similar records used solely to control or document the status of correspondence, reports, or other records that are authorized for destruction.	REMOVE FROM RELATED RECORDS AND DESTROY OR DELETE WHEN WORK IS COMPLETED OR WHEN NO LONGER NEEDED FOR OPERATING PURPOSES. [GRS 23-8 (88)]
26 [1240]	INTERNAL MANAGEMENT FILES Records relating to internal management and operation of the unit.	DESTROY WHEN 2 YEARS OLD. [GRS 13-6 (88)]
27 [1311] (N 1-15)	CONGRESSIONAL CORRESPONDENCE FILES A. Correspondence with Members of Congress concerning agency policy or the status of major programs or projects.	RETIRE TO FRC WHEN 4 YEARS OLD. DESTROY WHEN 15 YEARS OLD.
	B. Correspondence with Congressmen regarding the states they represent and letters from their constituents requesting information about space or NASA activities.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD.
(N 1-16)	C. Publications requests from Congressmen for copies of NASA publications which required no formal reply.	DESTROY 1 YEAR AFTER PUBLICATION IS SENT.
28 [1311]	REPORTS TO CONGRESS Statutory and other reports requested by Congress concerning NASA activities.	
(N 1-12)	A. HQ: Office of Legislative Affairs. (Office of Primary Responsibility)	* PERMANENT * RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA WHEN 15 YEARS OLD.
	B. All other offices/copies.	DESTROY WHEN 5 YEARS OLD.
29 [1312] (N 2-2)	GENERAL ACCOUNTING OFFICE (GAO) EXCEPTIONS FILES/NOTICES GAO notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence.	DESTROY 1 YEAR AFTER EXCEPTION HAS BEEN REPORTED AS CLEARED BY GAO. [GRS 6-2 (88)]

ITEM
[UF#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

30
[1320]

LEGISLATION FILES - PROPOSED - *NEW*

A. Documents accumulated in the preparation and processing of legislation proposed by or in the interest of NASA. Includes drafts of legislation, reports to committees on introduced legislation, and comments on, including coordination through center legal office(s) with final submissions to Headquarters, on legislative proposals. This series includes case files on each proposed item of legislation and files are kept and maintained, and broken in this fashion.

OPR: NASA Headquarters, Office of Legislative Affairs

B. Offices providing information, feeder reports, or pertinent documentation documentation to cognizant Headquarters office concerning the proposed legislation.

C. All other offices/copies.

~~PERMANENT~~
RETIRE TO FRC 5 YEARS AFTER PROPOSAL IS ENACTED INTO LAW OR IS KILLED *Destroy*
~~TRANSFER TO NARA~~ WHEN 15 YEARS OLD.

DESTROY WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED WHICHEVER IS SOONER.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES.

~~31
[1328]
(N 1-33)~~

~~MILITARY REPORTS~~

~~Reports and copies of documents from the Departments of the Army, Navy, Air Force, and Defense.~~

~~DESTROY WHEN NO LONGER NEEDED.~~

32
[1355]

UNIVERSITY AFFAIRS PROGRAM FILES - *NEW*

These are case files kept alphabetically by individual, by program. Case files will typically include, but not be limited to, application forms, transcripts, proposals, and letters of recommendations, as appropriate for each program. Records in this series may include any other associated correspondence or documentation related to the operation and functions of the program.

Programs include, but are not limited to:

- Advanced Designee Program NASA/USRA
- ASEE Summer Faculty Fellowship Program
- Graduate Program in Aeronautics
- Graduate Student Researchers Program (GSRP)
- Graduate Student Researchers Program/UMF
- Historically Black Colleges and Universities (HBCU)
- Space Technology Development and Utilization Program (STDP)
- Joint Institute for Advancement of Flight Sciences (JIAFS)
- Langley Aerospace Research Summer Scholars Program (LARSS)
- NASA Space Engineering Research Center Program
- National Research Council (NRC) Resident Research Associateship Program
- National Space Grant College and Fellowship Program
- Other Minority University Programs

A. Office of Primary Responsibility: University Affairs

B. All other offices/copies.

C. Rosters or lists of participants/individuals in respective programs.

RETAIN ON-SITE DESTROY 5 YEARS AFTER COMPLETION OF RESPECTIVE PROGRAM.

DESTROY WHEN NO LONGER NEEDED OR WHEN REFERENCE VALUE CEASES.

DESTROY WHEN NO LONGER NEEDED.

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~33 INTERNATIONAL CORRESPONDENCE~~

~~[1360]
(N 1-11)~~

~~Correspondence with private individuals outside of the U.S. requesting information or publications.~~

~~DESTROY 2 YEARS AFTER
RESPONSE TO REQUEST.~~

34 INTERNATIONAL ACTIVITIES FILES

[1362]
(N 1-10)

Case files on NASA international activities; includes correspondence, reports, agreements, and all related papers.

* PERMANENT *
TRANSFER TO NARA WHEN
ACTIVITY CEASES OR WHEN
30 YEARS OLD.

~~35 FOREIGN NATIONAL VISITORS FILES~~

~~[1370]
(N 19-17)~~

~~Documents relating to the visits of foreign nationals, including authorizations, security clearances, itineraries, correspondence, and reports.~~

~~DESTROY 2 YEARS AFTER
TERMINATION OF VISIT.
[GRS 88 RESND (18-18)]~~

36 VISITOR OPINION CARDS - change

[1370]
(N 19-20)

Forms completed by visitors to field installations showing their opinion of the the facilities, etc.

DESTROY 6 MONTHS AFTER
VISIT.

37 COMMUNITY RELATIONS FILES - change

[1380]
(N 19-19)

A. Documentation showing the development, maintenance, and improvement of relations between NASA and the community.

DESTROY WHEN 5 YEARS
OLD.

GSFC: These are meetings between local leaders in business/political areas to show/demonstrate what GSFC is doing in the local community, rotary clubs, Chamber of Commerce, etc.

~~B. Records relating to speeches, tours, personal appearances, and other such routine activities.~~

~~DESTROY WHEN 2 YEARS
OLD.~~

~~38 STATISTICAL REPORTS FILES~~

~~[1380]
(N 19-8)~~

~~Statistics regarding public affairs activities of field installations for use in compiling semiannual report, including statistics regarding dissemination of publications and number of publications in stock.~~

~~A. HQ: Public Affairs (OPR)~~

~~DESTROY WHEN 5 YEARS OLD.~~

~~B. Installations: Office of Primary Responsibility~~

~~DESTROY WHEN 3 YEARS OLD.~~

~~C. All other offices/copies.~~

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

SCHEDULE 1

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

39
[1380]

NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS - *new*

Periodic newsletters, bulletins, or similar types of publications containing information relating to installation facilities, operations, significant project(s) and mission development, and any other information of interest to NASA employees.
[SEE NOTE₁]

A. AMES RESEARCH CENTER - "Astrogram" (8 1/2 x 11)

Issued: BI-WEEKLY (26/yr)
OPR: Office of External Relations, Media Services / Code DXI

1. 1958 - 1990 (Hard Copy)
(1989 format chg - 9 x 12)
(1990 format chg - 8 1/2 x 11)

* PERMANENT *
TRANSFER TO THE LEGAL
CUSTODY OF NARA BY
JANUARY 1, ~~1995~~ 1996.

2. 1991 - Continuing (8 1/2 x 11)

* PERMANENT *
TRANSFER ONE ORIGINAL TO
NARA IN ONE YEAR BLOCKS AT
THE END OF EACH CALENDAR
YEAR (TRANSFER ANNUALLY).

B. DRYDEN RESEARCH CENTER - "X-Press"

Issued. Monthly
OPR: office of External Affairs

1. 1960-1994 (Hard Copy)
11x17 format

* Permanent *
Transfer to NARA upon approval
of this schedule.

2. Jan 1995 - continuing

* Permanent *
Transfer one original to NARA in one
year blocks at the end of each
calendar year
N1-255-92-4

C. GODDARD SPACE FLIGHT CENTER - "Goddard News"

Issued: MONTHLY
OPR: Public Affairs/Code 130

1. 1958 - 1982 (Microfiche Only)

* PERMANENT *
TRANSFER IMMEDIATELY TO THE
LEGAL CUSTODY OF NARA.
RECORDS IN THIS MEDIA HAVE
BEEN INSPECTED AND CERTIFIED
IN ACCORDANCE WITH 36 CFR,
PART 1230.

2. 1982 - 1990 (Hard Copy Only)

* PERMANENT *
TRANSFER IMMEDIATELY TO THE
LEGAL CUSTODY OF NARA.

3. 1991 and Continuing (Hard Copy)

* PERMANENT *
TRANSFER ONE ORIGINAL TO
NARA IN ONE YEAR BLOCKS AT
THE END OF EACH CALENDAR
YEAR (TRANSFER ANNUALLY).

NOTE₁: Any specific series of bulletins, magazines, or newsletters not identified within this series should be referred to the Installation Records Manager or the Agency Records Officer for clarification and disposal instructions.

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

39 CONTINUED: NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS
[1380]

D. NASA HEADQUARTERS

(a) House Organ - "HQ Bulletin"

Issued: BI-WEEKLY (1 Issue in December)
OPR: Administrative Services Branch / Code JOB-2

1. July 1965 - 1985 (Microfiche)

* PERMANENT *
TRANSFER TO NARA BY
JANUARY 1, 1996.

2. 1986 - ~~1994~~ (Hard Copy)
1994

* PERMANENT *
TRANSFER TO NARA BY
JANUARY 1, 1996.

3. ~~1989~~ and Continuing (Hard Copy).
1995

* PERMANENT *
TRANSFER ONE ORIGINAL TO NARA
IN ONE YEAR BLOCKS AT THE END
OF EACH CALENDAR YEAR
(TRANSFER ANNUALLY).

(b) "NASA Magazine"

Issued: Quarterly
OPR: Office of Public Affairs

This is a quarterly publication which includes stories or information on activities and programs within the Agency or external organizations affecting NASA, including feature stories and a cover story.

* PERMANENT *
TRANSFER ONE ORIGINAL TO NARA
IN ONE YEAR BLOCKS AT THE END
OF EACH CALENDAR YEAR.

(c) "NASA Heads Up" / "Human Resources Bulletin"
or similar type news bulletins published in-house.

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

E. JET PROPULSION LABORATORY - "Universe" Format 11" x 17"

Issued: BI-WEEKLY
OPR: Public Affairs Office

1. 1959 - 1976 (Hard Copy) "Lab-Oratory" Format 8 1/2" x 11"

* PERMANENT *

January 1959 - November/December 1976 (incomplete).
1959 - Vol 8, No. 6 through 1975 No. 5
1976 - No 1 through No 6

TRANSFER TO NARA BY UPON
JANUARY 1, 1995 APPROVAL OF
THIS SCHEDULE.

2. 1970 - 1989 (Hard Copy) "Universe"

* PERMANENT *

August 1970 - 1989 (incomplete)
1970 - Vol. 1, No. 1 through No 10;
1971 - Vol. 1, No. 12 through 1981 - Vol. 11, No. 22;
1981 - Vol. 11, No. 25 through 1982 - Vol. 12, No. 20,
1982 - Vol. 12, No. 22,
1982 - Vol. 12, No. 24 through Vol 13, No. 1,
1983 - Vol. 14, No. 11,
1986 - Vol. 16, No. 11;
1988 - Vol. 19, No 9;
1989 - Vol. 19, No. 22

TRANSFER TO NARA IN
ONE YEAR INCREMENTS
STARTING JANUARY 1, 1995

3 1990 and Continuing (Hard Copy)

* PERMANENT *
TRANSFER ONE ORIGINAL TO NARA
IN ONE YEAR BLOCKS AT THE END
OF EACH FISCAL YEAR (TRANSFER
ANNUALLY).

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

39 CONTINUED: NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS
[1380]

F. JOHNSON SPACE CENTER - "Space News Roundup"
Issued: WEEKLY
OPR: PAO, Media Services Branch/Code AP

1. 1961 - 1990 (Hard Copy)

Space News Roundup was issued in the size and frequency as follows:

- 1961 - Irregular; columnar format 11 x 16 1/2
- 1962 - Bi-weekly
- 1988 - Weekly

* PERMANENT *

TRANSFER TO THE LEGAL CUSTODY OF NARA BY *UPON* JANUARY 1, 1995 - *APPROVAL*.

2. 1991 and Continuing (Hard Copy)

* PERMANENT *

TRANSFER ONE ORIGINAL TO NARA IN ONE YEAR BLOCKS AT THE END OF EACH CALENDAR YEAR (TRANSFER ANNUALLY).

G. KENNEDY SPACE CENTER - "Spaceport News" Format 9 1/2 x 12 1/2
Issued: BI-WEEKLY (26 issues/year)
OPR: Office of Public Affairs / Code PA-PIB

1. 1965 - ¹⁹⁸⁹~~1990~~ (Hard Copy)
Spaceport News was published irregularly the first two years; publication was as follows

* PERMANENT *

TRANSFER IMMEDIATELY TO THE LEGAL CUSTODY OF NARA.

- 1965 (2 Issues, starting 6/23/66);
- 1966 (39 issues) Printed as follows:
 - #1-#16 (dated 4/21/66); Issue #'s 17, 18, & 19 Skipped;
 - #20 (dated 4/28/66) - 23; #'s 24, 25, & 26 were printed twice on the dates indicated:
 - First 24 dated: 5/26/66 - Second 24 dated: 6/16/66
 - First 25 dated: 6/02/66 - Second 25 dated: 6/23/66
 - First 26 dated: 6/09/66 - Second 26 dated: 6/30/66
 - #27-39
- 1967 (26 Issues) [Issue #25 Skipped: 1-24, 26, & 27]
- 1970 (27 Issues)
- 1973-74 (25 Issues)
- 1979 (28 Issues)
- 1980 (27 Issues)
- 1981 (25 Issues)
- 1986 (25 Issues)
- 1989 (25 Issues)

2. 1990 and Continuing (Hard Copy)

* PERMANENT *

TRANSFER ONE ORIGINAL TO NARA IN ONE YEAR BLOCKS AT THE END OF EACH CALENDAR YEAR (TRANSFER ANNUALLY).

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

39 CONTINUED: NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS
[1380]

H. LANGLEY RESEARCH CENTER

(a) House Organ - "Researcher News" (11x17 format)
Issued: BI-WEEKLY (25 issues/year)
OPR: LaRC Public Affairs/Code 115

N1-255-92-4

1. 11/30/44 - 11/24/44 "LMAL Bulletin" (8 1/2 x 11 format)
(Langley Memorial Aeronautical Laboratory) (Hard Copy)
2. 12/1/44 - 9/14/62 "Air Scoop" (8 1/2 x 11 format)
3. 9/28/62 - 7/3/87 "Langley Researcher" (8 1/2 x 11 format)
4. 7/17/87 - 12/14/90 "Researcher News" (11 x 17 format)
5. 1991 and Continuing (Hard Copy)

* PERMANENT *
TRANSFER IMMEDIATELY TO THE
LEGAL CUSTODY OF NARA.

SEE ABOVE DISPOSITION FOR 1.

" " " " "

" " " " "

* PERMANENT *
TRANSFER ONE ORIGINAL TO NARA
IN ONE YEAR BLOCKS AT THE END
OF EACH CALENDAR YEAR
(TRANSFER ANNUALLY).

(b) Informational Newsletter - "LaRC This Week"

This series consists of a newsletter which provides information to
Center personnel on notifications of meetings (internal and external),
on-site activities, and operational information for the center.

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

ITEM
[UFI#1]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION39 CONTINUED: NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS
[1380]

I. K. LEWIS RESEARCH CENTER - "Lewis News"

Issued: BI-WEEKLY
OPR: PAO/Code1. 1942 - 1958 "Wing Tips" (Started as a Weekly Publication)* PERMANENT *
TRANSFER TO NARA BY NO LATER
THAN DECEMBER 31, 1995
(TRANSFER HARD COPY, OR IF
UNAVAILABLE MICROFILM)

10/27/42 - 10/15/43 Vol. 1, No. 1 - No. 49 (8 x 10 1/2 format)

10/25/43 - 12/04/43 Vol. 2, No. 1 - No. 4

* No. 5 - NOT PUBLISHED

12/24/43 - 10/28/44 No. 6 - No. 39 (5 1/4 x 8 format)

* 2 extra issues w/out numbers/dates published

May 1944 and September 1944:

{5/13 = No. 19; 5/20 = No. ~~20~~; 5/27 = No. 21}{7/08 = No. 26; 7/15 = No. 27; 7/22 = No. 28; 7/29 = ~~29~~}{8/05 = No. ~~29~~ 30; 8/19 = No. 30; 8/26 = No. 31}{9/02 = No. ~~30~~ 32; 9/16 = No. 33}-----
11/04/44 - 12/16/44 Vol. 3, No. 1 - No. 4 SEE NOTE₁

01/05/45 - 10/19/45 No. 5 - No. 24 (8 x 10 1/2 format)

11/02/45 - 10/18/46 Vol. 4, No. 1 - No. 26-----
11/01/46 - 10/24/47 Vol. 5, No. 1 - No. 26{7/25 = No. 20; 8/8 = ~~20~~-21, 8/22 = No. 22}-----
11/07/47 - 11/12/48 Vol. 6, No. 1 - No. 26-----
11/26/48 - 12/23/49 Vol. 7, No. 1 - No. 26{5/13 = No. 12, 5/27 = No. 13, 6/10 = No. ~~14~~; 6/24 = No. 15}{9/30 = No. 21; 10/14 = No. 22; 11/2 = No. ~~22~~-23, 11/29 = No. 24}-----
01/13/50 - 02/09/51 Vol. 8, No. 1 - No. 26-----
02/23/51 - 06/15/51 Vol. 9, No. 1 - No. 9

07/27/51 - 08/31/51 No. 10 - No. 11 (8 1/2 x 11 format)

09/28/51 No. 12 (8 x 10 1/2 format)

10/12/51 - 04/11/52 No. 13 - No. 26 (8 1/2 x 11 format)

04/25/52 - 03/06/53 Vol. 10, No. 1 - No. 20

03/20/53 No. 21 (7 x 9 format)

04/03/53 - 05/29/53 No. 22 - No. 26 (8 1/2 x 11 format)

{5/1 = No. 24 - 2 Sheets: 10 1/2 x 8 format}

06/12/53 - 06/26/53 Vol. 11, No. 1 - No. 2

07/10/53 No. 3 (7 x 10 format)

07/24/53 No. 4 (6 3/4 x 10 format)

08/07/53 No. 5 (6 3/4 x 10 1/2 format)

08/21/53 - 09/04/53 No. 6 - No. 7 (6 3/4 x 10 format)

01/08/54 - 01/21/55 Vol. 12, No. 1 - No. 27 (8 x 10 1/2 format)

* Note there were 2 Issue Nos. 26:

1/7/55 = No. 26, 1/21/55 = No. ~~26~~-27-----
02/04/55 - 09/30/55 Vol. 13, No. 1 - No. 18-----
10/14/55 - 12/23/55 Vol. 14, No. 19 - No. 24 SEE NOTE₂NOTE₁: Publication became irregular after Vol.3, Issue No. 4. In addition, the word "weekly" was removed from the title line.NOTE₂: There were no issues numbered 1 through 18 for Volume 14.

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

39 CONTINUED: NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS
[1380]

CONTINUED: LEWIS RESEARCH CENTER

1. "Wing Tips" (CONTINUED)

01/06/56 - 12/21/56 Vol. 15, No. 1 - No. 26

01/02/57 - 12/23/57 Vol. 16, No. 1 - No. 26

- * Vol. 16 = No. 1 - No. 18: 08/28/57
- * Vol. 15 = No. 19 - No. 26: 09/11/57 - 12/23/57
{Above issues printed as Vol. 15 (XV) and corrected by pen to show as Vol. 16 (XVI)}

01/15/58 - 09/12/58 Vol. 16, No. 1 - No. 18 SEE NOTE₁

2. 1958 - 1962 "Orbit"

09/30/58 - 12/05/58 Vol. 16, No. 1 - No. 6 (8 x 10 1/2 format)

- * Set includes 6 pg Christmas issue, No volume/issue/date
SEE NOTE₂

01/09/59 - 03/13/59 Vol. 17, No. 1 - No. 6

- * Issue No. 5 (2/27/59) printed as Vol. 16 (XVI);
"I" added to make 17 (XVII)

03/27/59 No. 7 (7 3/4 x 10 1/2 format)

04/14/59 - 12/18/59 No. 8 - No. 26 (8 x 10 1/2 format)

01/08/60 - 05/20/60 Vol. 18, No. 1 - No. 10

06/15/60 - 07/08/60 No. 11 - No. 13

- * Above issues printed as Vol. 17 (XVII);
"I" added to make 18 (XVIII).

07/22/60 No. 14

08/12/60 No. 14 a

- * 2 issues printed with same number; "a" hand-written on second issue.

08/26/60 - 12/02/60 No. 15 - No. 20

- * Set includes 6 pg Christmas issue. No volume/issue/date

01/27/61 - 05/05/61 Vol. 19, No. 1 - No. 9 (8 x 10 1/2 format)

- * Note on Issue No. 9 says No. 10 is missing; Issue 10 is included.

05/12/61 No. 10

05/19/61 - 06/02/61 No. 11 - No. 13

06/09/61 No. 13 a

- * 2 issues printed with same number; "a" hand-written on second issue.

06/16/61 - 12/08/61 No. 14 - No. 35

01/12/62 - 01/12/62 Vol. 20, No. 1

SEE NOTE₃

* PERMANENT *
TRANSFER TO NARA BY NO
LATER THAN DECEMBER 31, 1985.
(TRANSFER HARD COPY, OR IF
UNAVAILABLE, MICROFILM)

NOTE₁: This is not a duplication of Vol. Number 16 (XVI) it is a repeat usage of the volume number.

NOTE₂: This is a CONTINUATION of Volume 16, "Wing Tips" - this break reflects a name change only NOT a new volume.

NOTE₃: Nothing was published between January 12, 1962, through February 28, 1964.

ITEM
[UFI#]DESCRIPTION OF RECORD SERIESMINIMUM
RETENTION39 CONTINUED: NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS
[1380]

I. CONTINUED: LEWIS RESEARCH CENTER

3. 1964 - 1990 "Lewis News"

* PERMANENT *
TRANSFER TO NARA NO LATER
THAN DECEMBER 31, 1995

02/28/64 - 12/24/64 Vol. 1, No. 1 - No. 23 (9 1/2 x 12 1/4 format)

01/08/65 - 12/24/65 Vol. 2, No. 1 - No. 26

01/07/66 - 01/21/66 Vol. 3, No. 1 - No. 2

01/23/66 25th Anniversary Issue

02/04/66 - 09/30/66 No. 3 - No. 20

10/12/66 - 10/28/66 No. 21 - No. 22 (9 1/2 x 12 1/8 format)

11/10/66 - 12/23/66 No. 23 - No. 26 (9 1/2 x 12 1/4 format)

01/06/67 - 09/29/67 Vol. 4, No. 1 - No. 20

[10/06/67 Combined Federal Campaign Issue]

10/13/67 - 12/22/67 No. 20 - No. 26

* 2 issues printed with same number: No. 20;
second issue "21" is hand-written.

01/05/68 - 08/16/68 Vol. 5, No. 1 - No. 17

08/30/68 No. ~~17~~ 18 (over-written)

09/13/68 - 09/27/68 No. 19 - No. 20

[09/30/68 Combined Federal Campaign Issue]

10/11/68 - 12/20/68 No. 21 - No. 26

01/03/69 - 07/03/69 Vol. 6, No. 1 - No. 14

07/18/69 No. ~~14~~ 15 (11 x 17 format)

* Issue printed No. 18, Changed to No. 15

08/01/69 - 09/26/69 No. 16 - No. 20

[10/03/69 Combined Federal Campaign Issue]

10/10/69 - 11/07/69 No. 21 - No. 23

Special Issue. "1969 Enters History" (9 x 12 format)

* Reprinted 7 pg article from *The Cleveland* (Aug. 69)

01/02/70 - 09/25/70 Vol. 7, No. 1 - No. 20

[10/03/70 Combined Federal Campaign Issue]

10/09/70 - 12/18/70 No. 21 - No. 26

12/31/70 - 06/04/71 Vol. 8, No. 1 - No. 12

[10/08/71 Combined Federal Campaign Issue]

06/018/71 - 07/16/71 No. 13 - No. 15

* 07/16/71 - Special Anniversary Issue "30 Years"

07/30/71 - 12/17/71 No. 16 - No. 26

* 12/17/71 - Special Benefits Issue

12/31/71 - 09/22/72 Vol. 9, No. 1 - No. 20

[09/22/72 Combined Federal Campaign Issue]

10/06/72 - 12/29/72 No. 21 - No. 27

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

39 CONTINUED: NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS
[1380]

I. CONTINUED: LEWIS RESEARCH CENTER

3. 1964 - 1990 "Lewis News"

* PERMANENT *
TRANSFER TO NARA NO LATER
THAN DECEMBER 31, 1995.

01/12/73 - 09/21/73 Vol. 10, No. 1 - No. 19
[09/21/73 Combined Federal Campaign Issue]
10/01/73 - 11/11/74 No. 20 - No. 28 SEE NOTE₁
* Between issues No. 26 & 27 - special booklet entitled
"Technology in the Service of Man" - LeRC 1973; also
blue poster on "Exploring Space for All Mankind."

01/25/74 - 0-9/20/74 Vol. 11, No. 1 - No. 18
[09/20/74 Combined Federal Campaign Issue]
10/04/74 - 12/27/74 No. 19 - No. 25

01/10/75 - 09/19/75 Vol. 12, No. 1 - No. 19
[09/19/75 Combined Federal Campaign Issue]
10/03/75 - 12/24/75 No. 20 - No. 25

01/09/76 - 05/28/76 Vol. 13, No. 1 - No. 11
06/11/76 No. 12 SEE NOTE₂
06/25/76 - 10/01/76 No. 13 - No. 20
[10/01/76 Combined Federal Campaign Issue]
10/15/76 - 12/23/76 No. 21 - No. 26

01/07/77 - 09/30/77 Vol. 14, No. 1 - No. 20 SEE NOTE₃
* 9/30/77 Combined Federal Campaign Issue, and
Fire Safety News, Safety Office to Lewis News
10/14/77 - 12/23/77 No. 21 - No. 26

01/06/78 - 09/29/78 Vol. 15, No. 1 - No. 20
* 9/29/78 Combined Federal Campaign Issue
10/13/78 - 12/22/78 No. 21 - No. 26

01/05/79 - 09/14/79 Vol. 16, No. 1 - No. 19
* 9/14/79 Combined Federal Campaign Issue
09/28/79 - 12/21/79 No. 20 - No. 25

01/04/80 - 10/24/80 Vol. 17, No. 1 - No. 23
* 10/24/80 Combined Federal Campaign Issue
11/07/80 No. 24 (over-written)
11/21/80 - 12/19/80 No. 25 - No. 27

01/02/81 - 12/31/81 Vol. 18, No. 1 - No. 27

01/15/82 - 02/12/82 Vol. 19, No. 1 - No. 3
02/26/82 No. 4 (over-written)
03/12/82 - 01/03/83 No. 5 - No. 26

01/14/83 - 01/28/83 Vol. 20, No. 1 - No. 2
02/04/83 Special Edition
02/11/83 - 12/30/83 No. 3 - No. 26

01/13/84 - 12/28/84 Vol. 21, No. 1 - No. 26

01/11/85 - 06/28/85 Vol. 22, No. 1 - No. 13
07/26/85 - 12/27/85 No. 14 - No. 25 (11 1/4 x 17 1/2 format)

NOTE₁: These documents were inserted into the middle of the Issues and is included as a part of the Series.

NOTE₂: This is a Special Bicentennial Issue Vol. 1, No. 1, Published ever 200 years.

NOTE₃: Issue No. 20 has both of the above publications printed directly in the middle of the issue; these were printed as supplements and were inserted into the issue.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

39 CONTINUED: NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS
[1380]

I. CONTINUED: LEWIS RESEARCH CENTER

3. 1964 - 1990 "Lewis News"

* PERMANENT *
TRANSFER TO NARA NO LATER
THAN DECEMBER 31, 1995.

01/10/86 - 12/26/86 Vol. 23, No. 1 - No. 25

01/09/87 - 12/24/87 Vol. 24, No. 1 - No. 26

01/08/88 - 06/24/88 Vol. 25, No. 1 - No. 13
07/22/88 Vol. 26 No. 14 (over-written)
SEE NOTE₁
08/05/88 - 12/23/88 No. 15 - No. 25

01/06/89 - 04/14/89 Vol. 26, No. 1 - No. 8
* No. 9 - MISSING
05/18/89 - 12/22/89 No. 10 - No. 25

01/05/90 - 12/21/90 Vol. 27, No. 1 - No. 24

4. 1991 and Continuing "Lewis News" (Hard Copy)

* PERMANENT *
TRANSFER ONE ORIGINAL TO
NARA IN ONE YEAR BLOCKS AT
THE END OF EACH CALENDAR
YEAR (TRANSFER ANNUALLY).

NOTE₁: Issue was printed as Vol. 26, No. 1; and corrected to reflect Vol. 25, No. 14.

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

39 CONTINUED: NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS

[1380]

J. MARSHALL SPACE FLIGHT CENTER - "Marshall Star"

Issued: WEEKLY
OPR: Public Affairs/Code CA01

1992 and Continuing (Hard Copy)
(Marshall Star is published on a Fiscal year).

* PERMANENT *
TRANSFER ONE ORIGINAL TO NARA
IN ONE YEAR BLOCKS AT THE END
OF EACH FISCAL YEAR (TRANSFER
ANNUALLY).

K. STENNIS SPACE CENTER - "Lagniappe"

Issued: MONTHLY
OPR: Public Affairs/Code

1. 1977 - 1990 (Hard Copy)
(Vol. 1, Issue 1)

* PERMANENT *
TRANSFER IMMEDIATELY TO THE
LEGAL CUSTODY OF NARA -
SOUTHEAST REGION, EAST POINT,
GEORGIA.

2. 1991 and Continuing (Hard Copy)

* PERMANENT *
TRANSFER ONE ORIGINAL TO NARA,
SOUTHEAST REGION, IN ONE YEAR
BLOCKS AT THE END OF EACH
CALENDAR YEAR (TRANSFER
ANNUALLY).

40 BIOGRAPHICAL RECORDS FOR PUBLIC AFFAIRS - NASA 10 BRPA - *new*

[1380]

PASR

Current biographical information about principal and prominent management and staff officials, program and project managers, scientists, engineers, speakers, other selected employees, involved in newsworthy activities, and other participants in agency programs, with a recent photograph when available. Data items are those generally required by NASA or the news media in preparing news or feature stories about the individual and/or the individual's activity with NASA.

RECORDS ARE MAINTAINED AS
LONG AS THERE IS POTENTIAL
PUBLIC INTEREST IN THEM AND
ARE DISPOSED OF WHEN NO
LONGER REQUIRED.

41 AUDIENCE REPORT FORMS

[1380]

(N 19-11)

~~DESTROY WHEN 3 YEARS OLD~~

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

42
[1382]

PRIVACY ACT REQUEST FILES

Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or a copy thereof.

A. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

1. Granting access to all the requested records.

DESTROY 2 YEARS AFTER DATE OF REPLY.
[GRS 14-21a(1) (88)]

2. Responding to requests for non-existent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Requests NOT appealed.

DESTROY 2 YEARS AFTER DATE OF REPLY.
[GRS 14-21a(2)(a) (88)]

(b) Requests appealed.

DESTROY AS AUTHORIZED UNDER ITEM 43.
[GRS 14-21a(2)(b) (88)]

3. Denying access to all or part of the records requested.

(a) Requests NOT appealed.

DESTROY 5 YEARS AFTER DATE OF REPLY.
[GRS 14-21a(3)(a) (88)]

(b) Requests appealed.

DESTROY AS AUTHORIZED UNDER ITEM 43.
[GRS 14-21-a(3)(b) (88)]

B. Official file copy of requested records.

DISPOSE OF IN ACCORDANCE WITH APPROVED AGENCY DISPOSITION INSTRUCTIONS FOR THE RELATED RECORDS, OR WITH THE RELATED PRIVACY ACT REQUEST, WHICHEVER IS LATER.
[GRS 14-21(b) (88)]

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

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~~43
[1382]~~

~~PRIVACY ACT AMENDMENT CASE FILES~~

~~Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided for under 5 U.S.C. 552a(g).~~

~~A. Requests to amend agreed to by agency.
Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.~~

~~DISPOSE OF IN ACCORDANCE WITH THE APPROVED DISPOSITION INSTRUCTIONS FOR THE RELATED SUBJECT INDIVIDUAL'S RECORD OR 4 YEARS AFTER AGENCY'S AGREEMENT TO AMEND, WHICHEVER IS LATER.
[GRS 14-22a (88)]~~

~~B. Requests to amend refused by agency.
Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.~~

~~DISPOSE OF IN ACCORDANCE WITH THE APPROVED DISPOSITION INSTRUCTIONS FOR THE RELATED SUBJECT INDIVIDUAL'S RECORD, OR 4 YEARS AFTER FINAL DETERMINATION BY THE AGENCY, OR 3 YEARS AFTER FINAL ADJUDICATION BY COURTS, WHICHEVER IS LATER.
[GRS 14-22b (88)]~~

~~C. Appealed requests to amend
Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.~~

~~DISPOSE OF IN ACCORDANCE WITH THE APPROVED DISPOSITION INSTRUCTIONS FOR RELATED SUBJECT INDIVIDUAL'S RECORD OR 3 YEARS AFTER FINAL ADJUDICATION BY COURTS, WHICHEVER IS LATER.
[GRS 14-22c (88)]~~

44
[1382]

PRIVACY ACT ACCOUNTING OF DISCLOSURE FILES

Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

DISPOSE OF IN ACCORDANCE WITH THE APPROVED DISPOSITION INSTRUCTIONS FOR THE RELATED SUBJECT INDIVIDUAL'S RECORDS OR 5 YEARS AFTER THE DISCLOSURE FOR WHICH THE ACCOUNTABILITY WAS MADE, WHICHEVER IS LATER.
[GRS 14-23 (88)]

SCHEDULE 1

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[UFI#]

DESCRIPTION OF RECORD SERIES

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~~45
[1382]~~

~~**PRIVACY ACT CONTROL FILES**~~

~~Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of the requestor.~~

~~A. Registers or listings.~~

~~DESTROY 5 YEARS AFTER DATE OF LAST ENTRY.
[GRS 14-24(a) (88)]~~

~~B. All other office/copies.~~

~~DESTROY 5 YEARS AFTER FINAL ACTION BY THE AGENCY OR FINAL ADJUDICATION BY COURTS, WHICHEVER IS LATER.
[GRS 14-24(b) (88)]~~

46
[1382]

PRIVACY ACT REPORTS FILES

Recurring reports and one-time information requirement relating to agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems.

A. NASA Annual reports to Congress maintained at agency level office at Headquarters.

* PERMANENT *
RETIRE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA WITH RELATED RECORDS WHEN 15 YEARS OLD
[GRS RESND 88 [14-29]]

~~B. All other reports/copies.~~

~~DESTROY WHEN 2 YEARS OLD.
[GRS 14-25 (88)]~~

~~47
[1382]~~

~~**PRIVACY ACT GENERAL ADMINISTRATIVE FILES**~~

~~Records relating to the general agency implementation of the Privacy Act Act, including notices, memoranda, routine correspondence, and related records.~~

~~DESTROY WHEN 2 YEARS OLD OR SOONER IF NO LONGER NEEDED FOR ADMINISTRATIVE USE.
[GRS 14-26 (88)]~~

48
[1382]

PRESS SERVICE FILES

Press service teletype news and similar materials.

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

SCHEDULE 1

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[UFI #]

DESCRIPTION OF RECORD SERIES

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49
[1382]

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FILES

Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.

A. Correspondence and supporting documents (EXCLUDING the official file copy of the copy of the records requested if filed herein).

1. Granting access to all the requested records.

DESTROY 2 YEARS AFTER DATE OF REPLY.
[GRS 14-11a(1) (88)]

2. Responding to requests for non-existent records; to requestors who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.

(a) Requests NOT appealed.

DESTROY 2 YEARS AFTER DATE OF REPLY.
[GRS 14-11a(2)(a) (88)]

(b) Requests appealed.

DESTROY 6 YEARS AFTER FINAL DETERMINATION BY AGENCY OR 3 YEARS AFTER FINAL ADJUDICATION BY THE COURTS, WHICHEVER IS LATER.
[GRS 14-11a(2)(b) (88)]

3. Denying access to all or part of the records requested.

(a) Requests NOT appealed.

DESTROY 6 YEARS AFTER DATE OF REPLY.
[GRS 14-11a(3)(a) (88)]

(b) Requests appealed.

DESTROY 6 YEARS AFTER FINAL DETERMINATION BY AGENCY OR 3 YEARS AFTER FINAL ADJUDICATION BY THE COURTS, WHICHEVER IS LATER.
[GRS 14-11a(3)(b) (88)]

B. Official File copy of requested records.

DISPOSE OF IN ACCORDANCE WITH PROPER SCHEDULE ITEM OR WITH THE RELATED FOIA REQUEST, WHICHEVER IS LATER.
[GRS 14-11b (88)]

50
[1382]

FOIA REPORTS

Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Congress.

A. NASA Annual Reports to Congress maintained at the agency level.
Record Copies: HQ ONLY

* PERMANENT *
RETIRE TO FRC WHEN 3 YEARS OLD. TRANSFER TO NARA ~~WITH RELATED RECORDS~~ WHEN 15 YEARS OLD.
[GRS 88 RESND [14-19]]

B. Recurring reports and . . . Information Act, EXCLUDING annual reports to the Congress

DESTROY WHEN 2 YEARS OLD OR SOONER IF NO LONGER NEEDED FOR ADMINISTRATIVE USE.
[GRS 14-14 (88)]

C. All other copies/reports.

DESTROY WHEN 2 YEARS OLD OR SOONER IF NO LONGER NEEDED FOR ADMINISTRATIVE USE

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

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51
[1382]

FOIA ADMINISTRATIVE FILES

Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.

DESTROY WHEN 2 YEARS OLD OR SOONER IF NO LONGER NEEDED FOR ADMINISTRATIVE USE.
[GRS 14-15 (88)]

52
[1382]

FOIA APPEALS FILES

Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

A. Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).

DESTROY 6 YEARS AFTER FINAL DETERMINATION BY AGENCY OR 3 YEARS AFTER FINAL ADJUDICATION BY THE COURTS, WHICHEVER IS LATER.
[GRS 14-12(a) (88)]

B. Official file copy of records under appeal.

DISPOSE OF IN ACCORDANCE WITH SCHEDULE ITEM OR WITH THE RELATED FOIA REQUEST, WHICHEVER IS LATER.
[GRS 14-12(b) (88)]

53
[1382]

FOIA CONTROL FILES

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor.

A. Registers or listings.

DESTROY 6 YEARS AFTER DATE OF LAST ENTRY.
[GRS 14-13a (88)]

B. All other files/copies.

DESTROY 6 YEARS AFTER FINAL ACTION BY THE AGENCY OR AFTER FINAL ADJUDICATION BY THE COURTS WHICHEVER IS LATER.
[GRS 14-13b (88)]

SCHEDULE 1

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54 NEW RELEASES - *change*

[1382]

(N 19-1)

One copy of each prepared statement or announcement issued for distribution to the news media. Published or processed documents, such as "Press Kits," "Fact Sheets," "Current News," and all other materials used mainly for news media.

News releases that announce events such as adoption of new programs, terminations of old programs, major shifts in policy, and changes in senior agency personnel and may be a textual record such as a formal press release or non-textual, such as films, video, or sound recordings (typically cleared through HQ).

- A. Office of Primary Responsibility
HQ: Office of Public Affairs
(Will maintain ONE record copy of each document)

* PERMANENT *
RETIRE TEXTUAL RECORDS TO
FRC WHEN 5 YEARS OLD.
TRANSFER TO NARA IN 5 YEAR
BLOCKS WHEN 20 YEARS OLD.

AUDIO VISUAL RECORDS ARE TO BE
TRANSFERRED TO NARA IN
ACCORDANCE WITH MEDIUM OF
CREATION. RETIRE IN 5 YEAR
BLOCKS WHEN 5 YEARS OLD.

B. STENNIS SPACE CENTER ONLY

The following items as originally produced and distributed by SSC both on-site and locally by the Office of Public Affairs:

News Releases - Fact Sheets - Brochures

* PERMANENT *
TRANSFER ANNUALLY TO NARA,
SOUTHEAST REGION, 1557 ST.
JOSEPH AVE , EAST POINT, GA 30344,
WITH ANY ASSOCIATED LOGS OR
INDEXES

C. All other installations, offices, or copies.

DESTROY WHEN NO LONGER
NEEDED FOR REFERENCE.

~~55 INFORMATION REQUEST FILES~~

~~[1382]~~

~~(N 19-21)~~

~~Requests for information and copies of replies thereto, involving no administrative actions, no policy decision, and no special compilations or research and requests for transmittals of publications, photographs, and other informational literature.~~

~~DESTROY WHEN 3 MONTHS OLD OR
WHEN NO LONGER NEEDED,
WHICHEVER IS SOONER.
[GRS 14-1 (88)]~~

56 INFORMATION SERVICE REPORTS

[1382]

(N 19-5)

Routine requests for exhibits, speakers, tours, and personal appearances by NASA officials and astronauts.

DESTROY WHEN 5 YEARS OLD, OR
WHEN NO LONGER NEEDED FOR
REFERENCE WHICHEVER IS FIRST.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

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57
[1382]

NASA RADIO PRESENTATIONS (N 19-3) - *change*

Office of Primary Responsibility: HQ
(Office of Public Affairs / Code PMD)

A. 1992 AND EARLIER

One copy of each radio program as created by NASA and provided to the general public and radio stations. Formats can consist of, but are not limited to: NASA Radio Special Reports; Audio News Features; and Space Notes. (Mediums of transfer consist of: Reel-to-reel; cassettes; transcripts; etc.)

* PERMANENT *
RETIRE TO FRC 1 YEAR AFTER
RELEASE OR DELIVERY.
TRANSFER TO NARA WHEN 5
YEARS OLD.

B. 1993 AND CONTINUING

1. NASA Space Stories.

These are stories of interest about NASA programs/projects. Stories are created as weekly radio shows and are distributed every 4 weeks. Masters consist of 4 stories approximately 4 1/2 minutes in length and 4 items entitled "Frontiers" each is a 90 second version of the Space Story. "English" and "Spanish" versions of each program, including a written translation, if one exists [SEE NOTE₁]

* PERMANENT *
TRANSFER 1 PRODUCTION MASTER
(1/4" OPEN REEL-TO-REEL TAPE)
AND 1 DUBBED CASSETTE COPY
TO NARA ANNUALLY, ALONG WITH
1 HARD COPY OF THE LABEL
INFORMATION FOR EACH
CASSETTE.

2. NASA Special Reports.

* PERMANENT *
SEE ABOVE DISPOSITION B 1.

3. NASA Space Notes.

Radio programs created by NASA and provided to the general public and radio stations.

* PERMANENT *
SEE ABOVE DISPOSITION B.1.

C. NASA OFFICIAL INTERVIEWS

1. Raw and Routine interviews.

These are interviews done for research and background information for production of NASA Space Stories and Frontiers (These interviews have been produced on DAT Tapes, cassettes, and 1/4" reel-to-reel tapes.)

DESTROY WHEN 2 YEARS OLD OR
WHEN NO LONGER NEEDED,
WHICHEVER IS SOONER.

2. Special Interest Interviews.

These are unique interviews with NASA officials concerning current items, issues, or research programs/projects of interest or of special significance to NASA.

* PERMANENT *
TRANSFER 1 PRODUCTION MASTER
AND 1 DUBBED CASSETTE COPY
TO NARA ANNUALLY ALONG WITH
1 HARD COPY OF ANY LABEL OR
BACKGROUND INFORMATION
CREATED.

~~D. SOUND EFFECTS~~

~~These consist of noises used in the production of NASA's radio programs, i.e., telemetry sounds; rocket blast-offs; shuttle launches; etc.~~

~~DESTROY WHEN NO LONGER IN
ACTIVE AGENCY USE.
[GRS 21-24 (88)]~~

NOTE₁: Spanish versions of the NASA Radio programs consist of the NASA Space Stories produced approximately every 1-2 weeks every four weeks with one 4 1/2 minute and one 90 second story which duplicate/copy an English story.

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

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58
[1382]

PAO CLIPPING FILES (SSC ONLY) - *new*

Files of articles appearing in technical, trade, commercial publications or magazines on NASA and/or the space program in general. Files may include information collected which pertains to specific programs being conducted at Stennis or any other installation with regard to space and aeronautics research.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE VALUE OR TRANSFER TO SSC HISTORIAN'S OFFICE. IF TRANSFERRED TO THE HISTORIAN, THAT OFFICE WILL DESTROY WHEN NO LONGER NEEDED. RECORDS CANNOT BE RETIRED TO AN FRC.

59
[1383]

POSTERS - EDUCATIONAL - *new*

Wall Sheets, posters, educational materials, relating to the programs and mission of the Agency done at NASA's request. (This series does not include contractor generated and produced material over which NASA has no control; or incidental posters such as blood drives, Combined Federal Campaign, Thrift Savings Program, etc.)

* PERMANENT *
TRANSFER 2 COPIES ANNUALLY DIRECTLY TO NARA

60
[1383]

POCKET STATISTICS - *new*

Contains in summary format agency data on activities, events, personnel, financial data, employment statistics, and other data used in the operation and functioning of the agency

* PERMANENT *
TRANSFER 2 COPIES ANNUALLY OR IN-YEAR-OF CREATION IF NOT PUBLISHED ON AN ANNUAL BASIS, DIRECTLY TO NARA

61
[1384]

EVENTS CALENDAR FILES - *change*

(N 19-4)

Withdrawn

A. Calendars showing ~~when~~ and where special events concerning NASA take place, such as speeches, exhibits, ~~tours~~, conferences, and other major events.

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

B. All other offices/copies.

DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE

62
[1385]
(N 19-2)

SPEECH FILES

Official speeches by NASA personnel. Speeches, addresses, comments, and remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of state and local governments, or private groups.

A. Office of Primary Responsibility.

* PERMANENT *
RETIRE TO FRC 1 YEAR AFTER RELEASE. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD [GRS RESND (88)]

~~B. All other offices/copies~~

~~DESTROY WHEN NO LONGER NEEDED FOR REFERENCE.~~

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

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63
[1385]
(N 19-3) **SCRIPT FILES**
Official film, radio, and television scripts.

A. Office of primary responsibility.

* PERMANENT *
RETIRE TO FRC 1 YEAR AFTER
RELEASE OR DELIVERY.
TRANSFER TO NARA IN 5 YEAR
BLOCKS WHEN 20 YEARS OLD.

B. All other offices/copies.

DESTROY WHEN NO LONGER
NEEDED FOR REFERENCE.

64
[1387]
(N 19-10) **PUBLICATIONS - change**
A. One copy of each official NASA publication.

* PERMANENT *
TRANSFER 1 COPY ANNUALLY OF
ALL PUBLICATIONS CREATED TO
NARA.

B. Pre-publication material.
(General publication files, i.e. STI, R&D, publications held at
at CASI - See Schedule 2, UFI 2220)

RETIRE TO FRC WHEN 1 YEAR
OLD. DESTROY WHEN 5 YEARS
OLD.

65
[1387] **EXHIBITS - change**

A. SMALL ROUTINE EXHIBITS

Files consist of case records and related documentation/materials,
pictures of set-up/design, and specification sheets.

DESTROY WHEN NO LONGER
NEEDED.

B. LARGE MAJOR EXHIBITS

Files include visitor centers and major off-site exhibits including
pictures of set-up/design, specifications sheets and related papers.

* PERMANENT *
RETAIN EXHIBIT MATERIAL/
DOCUMENTATION ON-SITE FOR 2
YEARS AFTER EXHIBIT IS CLOSED
OR REMOVED, THEN TRANSFER TO
NARA.

C. SPECIAL EXHIBITS

Files consist of case files on special project/exhibits, unique programs,
including photographs of the project/exhibit. Examples of such
exhibits are, but not limited to:

* PERMANENT *
TRANSFER TO NARA 5 YEARS
AFTER COMPLETION OF PROJECT/
EXHIBIT OR WHEN 20 YEARS OLD,
WHICHEVER IS SOONER.

World Fairs
Air Show(s)
Exhibits for the Blind

66
[1387] **FILM FILES (JSC ONLY) - change**

Records created with regard to films, comprised of contractor cost records
and contain contractor-proprietary information.

RECORDS ARE RETAINED AT
JOHNSON SPACE CENTER FOR 5
YEARS AFTER TERMINATION OF
CONTRACT; THEN DESTROY.

67
[1392] **PRE-PUBLICATION MATERIAL - EDUCATIONAL - new**

Files consist basically of separations, photographs, camera-ready art
work used primarily to produce final educational publications.

RETIRE TO FRC WHEN 2 YEARS
OLD. DESTROY WHEN 10 YEARS
OLD, EARLIER DESTRUCTION IS
AUTHORIZED IF MATERIAL IS NO
LONGER NEEDED OR USEFUL

SCHEDULE 1

ITEM
[UFI #]

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68
[1392]
(N 19-7)

EDUCATIONAL PROGRAMS - change

Files of the Spacemobile Operations, schedules, attendance, contract files. Files also known as "AESP" Aerospace Education ~~Spacemobile~~ ^{Services} Program, are included in this series. In addition, records of school attendance/visits are filed in this category. Other records that are considered similar and are included in this series are:
[SEE NOTE₁]

RETIRE TO FRC WHEN 2 YEARS OLD, DESTROY WHEN 10 YEARS OLD.

- * Governor School Program:
Program designed for gifted students; run by the State Department.
- * Explorer Scouts Program:
Program for high school students during the regular school year.
- * NEWEST Program:
Workshop for teachers; taught 2-weeks every year.

69
[1392]

~~REPORT TO EDUCATORS~~ Educational Publications - new

* Quarterly publications containing information for teachers on NASA's recent, past, and future educational activities/programs, such as Report to Educators and Education Horizons.

* PERMANENT *
TRANSFER TO NARA IN ~~5~~ ³ YEARS ~~BLOCKS~~
WHEN ~~70~~ YEARS OLD.

70
[1392]
(N 19-9)

TEACHER WORKSHOP FILES - change

Files of teacher workshops showing number of seminars, location, attendance, and brief outlines of programs. Included in these records are requests for services and teacher resource files.

RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD.

NOTE₁: These records may also be a part of the SHARP system of records (NASA 10 SPER--PASR)

SCHEDULE 1

ITEM [UFI#]	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM RETENTION</u>
71 [1394]	MOTION PICTURE FILMS [SEE NOTE ₁ BELOW and NOTE ₂ NEXT PAGE]	
	A. <u>GENERAL:</u>	
	1. Films acquired from outside sources for personnel and management training.	DESTROY 1 YEAR AFTER COMPLETION OF TRAINING PROGRAM. [GRS 21-9 (88)]
	2. Films acquired from outside sources for personnel entertainment and recreation.	DESTROY WHEN NO LONGER NEEDED. [GRS 21-10 (88)]
	3. Routine surveillance footage.	DESTROY WHEN NO LONGER NEEDED. [GRS 21-11 (88)]
	4. Routine scientific, medical, or engineering footage.	DESTROY WHEN 2 YEARS OLD OR WHEN NO LONGER NEEDED. [GRS 21-12 (88)]
	5. Duplicate prints and pre-print elements not required for preservation.	DESTROY WHEN NO LONGER NEEDED. [GRS 21-13 (88)]
(N 25-7)	B. <u>R&D PROJECTS</u>	
	Film produced by installations or contractors for research and development projects/programs which require photographic (film) support.	
	1. Complete film reports. (Finished Productions Only)	* PERMANENT * RETAIN ON-SITE FOR 5 YEARS. TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD. MATERIALS TO BE INCLUDED ORIGINAL NEGATIVE OR COLOR ORIGINAL PLUS SOUND AND ONE PROJECTION PRINT COORDINATE THIS TRANSFER WITH NASA HQ BEFORE SHIPMENT.
	2. Engineering film - which has documentary (historical) value as well as technical value.	SEE AND APPLY ABOVE DISPOSITION.
	3. Other engineering film footage necessary for development and performance testing which has been documented in project reports.	TRANSFER TO FRC 1 YEAR AFTER PROJECT COMPLETION, CANCELLATION, OR TERMINATION. DESTROY WHEN 5 YEARS OLD
	C. <u>SOUND TRACKS</u>	
	1. Sound tracks created with agency sponsored films or R&D projects. (See Also B. and D. of this item.)	* PERMANENT * TRANSFER WITH ORIGINAL FILM ALONG WITH IDENTIFYING INFORMATION IF POSSIBLE
	2. Sound tracks which are pre-mix sound elements created during the course of a motion picture, television, or radio production.	DESTROY IMMEDIATELY AFTER USE. [GRS 21-24 (88)]
	3. Library sound recordings (e.g., effects, music).	DESTROY WHEN NO LONGER NEEDED. [GRS 21-25 (88)]

NOTE₁: *The following dispositions are for FILM ONLY. VIDEO productions are in SCHEDULE 2 and SCHEDULE 8 of this handbook.*

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

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71 CONTINUED - MOTION PICTURE FILMS

[1394]
(N 19-16)

D. AGENCY SPONSORED FILMS - OTHER:

1. Films used for the visual presentation of information to the public.

(a) Office of Primary Responsibility:

Examples of such films are, but not limited to:

Television new releases and information reports, i.e.,
"NASA Highlights" - Press conf. mission reports
"Resource Tape" - Rough cut edit with sound track
"Post Launch Briefing Clip"

* PERMANENT *
RETAIN FILM ON-SITE FOR 5 YEARS. TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD. MATERIAL TO BE INCLUDED: ORIGINAL NEGATIVE OR COLOR ORIGINAL PLUS SOUND TRACK, AND INTERMEDIATE MASTER POSITIVE OR DUPLICATE NEGATIVE PLUS SOUND TRACK; AND SOUND PROJECTION PRINT, ALONG WITH COMPLETE IDENTIFYING INFORMATION. COORDINATE WITH NASA HQ BEFORE SHIPMENT.

(b) All other offices/copies.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES.

(c) Original film used to create the "Highlights" and "Resource Tape".

TRANSFER TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD.

2. ~~Films made for internal use.~~ such as training films that explain agency functions or activities intended for internal or external distribution.

* PERMANENT *
RETAIN ON-SITE FOR 5 YEARS TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD MATERIALS INCLUDED: ORIGINAL NEGATIVE OR COLOR ORIGINAL PLUS SOUND TRACK, AND ONE PROJECTION PRINT. COORDINATE WITH NASA HQ BEFORE SHIPMENT.

3. Films of sponsored television news releases, public service (or "spot") announcements and information reports other than those identified in B., D.1. and D.2. above.

* PERMANENT *
RETAIN ON-SITE FOR 5 YEARS. TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD.

~~4. Training films that explain agency functions or activities intended for internal or external distribution.~~

~~* PERMANENT *
RETAIN ON-SITE FOR 5 YEARS.
TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD.~~

~~4. Library copies of films.~~

~~DESTROY WHEN FILM BECOMES INACTIVE OR DAMAGED.~~

NOTE: FILM FOOTAGE THAT MAY BE DISPOSED OF:

- * Extra copies (master positives; duplicate negatives or prints) of original materials which have been forwarded to NARA or the appropriate FRC.
- * Original film footage which is unusable because of inferior quality.
- * Copies of motion pictures which were made by other agencies and which are no longer useful or do not pertain to NASA activities.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

72

FORMAL DIRECTIVES, NASA MANAGEMENT INSTRUCTIONS (NMI), PROCEDURAL, AND OPERATING MANUALS - *change*

[1410]
(N 1-2)

Formal directives distributed as orders, circulars, or in loose-leaf manual form announcing major changes in the agency's policies and procedures. Normally these are issued by authority of the head of the agency. Extensive procedures are frequently detailed in operating manuals.

A. HEADQUARTERS - AGENCY LEVEL

OPR: Management Operations Division, NASA Headquarters

Issuances related to agency program functions. Management issuance office responsible for maintaining all records and background material pertaining to each published instruction, handbook, policy directive, etc. Included in this series are the case files related to the issuance which document aspects of the development of the issuance, including significant backup, comments; original signature pages; etc.

* PERMANENT *
RETIRE TO FRC 1 YEAR AFTER BECOMING OBSOLETE OR SUPERSEDED. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD.

B. INSTALLATIONS

1. FORMAL ISSUANCES - SEE ABOVE DESCRIPTION

* PERMANENT *
RETIRE TO FRC 5 YEARS AFTER CANCELLATION OR WHEN SUPERSEDED. TRANSFER TO REGIONAL ARCHIVE IN 5 YEAR BLOCKS WHEN 20 YEARS OLD.

~~2. ROUTINE ISSUANCES~~

~~Issuances related to routine administration functions (i e , payroll, procurement, personnel, etc.)~~

~~DESTROY WHEN SUPERSEDED OR OBSOLETE
[GRS 16-1a (88)]~~

~~Case files related to the above documents.~~

~~DESTROY WHEN ISSUANCE IS DESTROYED.
[GRS 16-1b (88)]~~

C Offices promulgating policies, procedures, instructions, etc. to be published.

TRANSFER BACKGROUND AND RELATED MATERIAL TO AGENCY LEVEL ISSUANCE OFFICE (ITEM A)

D Copies of this material retained in promulgating office.

DESTROY COPIES OF RECORD MATERIAL WHEN NO LONGER NEEDED.

E. All other offices/copies, including electronic versions.

DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED.

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

73
[1413]
(N 1-30)

REPORTS CONTROL FILES

Case files and documents used to control and maintain assignment of reports control symbols, including reports on studies, decisions, registers, ledgers correspondence, etc. Files are maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including SF 85; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.

DESTROY 2 YEARS AFTER THE REPORT IS DISCONTINUED.
[GRS 16-6 (88)]

74
[1420]
(N 1-27)

FORMS MANAGEMENT FILES

A. The master file copy of each form designed at each installation, including the NASA series maintained at NASA Headquarters, showing inception, scope, and purpose of the form, including facsimile copies and revisions thereof. Included in this series are any documents used to record and control the assignment of form numbers, consisting of sequential entries; including a copy of published listings or indexes.

DESTROY 5 YEARS AFTER RELATED FORM IS DISCONTINUED, SUPERSEDED, OR CANCELLED.
[GRS 16-3a (88)]

B. Functional files, background materials, specifications, requisitions, processing data, control records, and materials used to determine if a new form should be developed or whether existing forms should be replaced or consolidated.

DESTROY WHEN RELATED FORM IS DISCONTINUED, SUPERSEDED, OR CANCELLED.
[GRS 16-3b (88)]

75
[1440]
(N 1-25)

RECORDS MANAGEMENT FILES - new

A. RECORDS DISPOSITIONS

Descriptive inventories, disposal authorizations, schedules and reports.

1. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Request to Transfer, Approval, and Receipt of Records to the National Archives of the United States, and, related documentation.

(a) Agency Records Officer. *See Note 1.*

RETAIN ON-SITE INDEFINITELY UNTIL NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES. DESTROY AFTER NEXT COMPLETE REVISION OF SCHEDULES HAS BEEN PUBLISHED OR WHEN 50 YEARS OLD, WHICHEVER IS LONGER.

(b) Installation Records Managers (OPR). *See Note 1.*

RETAIN ON-SITE AND DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 75 YEARS OLD, WHICHEVER IS LONGER.

(c) All other offices/copies.

DESTROY WHEN RELATED RECORDS ARE DESTROYED OR TRANSFERRED TO NARA, OR WHEN NO LONGER NEEDED FOR ADMINISTRATIVE/REFERENCE PURPOSES.
[GRS 16-2a (88)]

2. Routine correspondence, memoranda, and extra copies of documentation concerning records dispositions and associated activities.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE.
[GRS 16-2b (88)]

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

75 CONTINUED: RECORDS MANAGEMENT FILES
[1440]

B. RECORDS HOLDINGS FILES

Statistical reports of agency holdings, cleanup campaigns, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer to NARA.

1. Records held by offices which prepare reports on agency-wide records holdings.
2. Records held by other offices.

DESTROY WHEN 3 YEARS OLD
[GRS 16-4a (88)]

DESTROY WHEN 1 YEAR OLD.
[GRS 16-4b (88)]

C. Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and file management; the use of microforms, ADP systems, and work processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.

DESTROY WHEN 6 YEARS OLD.
EARLIER DISPOSAL IS AUTHORIZED IF RECORDS ARE SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE
[GRS 16-7 (88)]

D. Local instructions on records management, including surveys, inventories, studies, feeder reports, and general correspondence.

SEE AND APPLY ABOVE DISPOSITION C.

E. Office record locator files, indexes, or listings which are used to locate records in current files, or files that have been transferred to staging areas or retired to FRC; including file plans and office copies of shipping lists.

DESTROY FILE PLANS/INDEXES WHEN SUPERSEDED. DESTROY LISTS (SHIPPING/TRANSFER) WHEN RECORDS THEREON HAVE BEEN DESTROYED, OR WHEN THE LIST IS NO LONGER NEEDED FOR REFERENCE. *tsf*

F. NASA Form 1418, Proposed Change to NASA Records Control Schedules.

1. Agency Records Officer.
 - (a) Approved NF 1418.
 - (b) Disapproved NF 1418.
2. Installation Records Managers.
3. All other offices/copies.

FILE WITH SF 115 OR SF 258 CASE FILE AS APPROPRIATE DESTROY AS DIRECTED IN ITEM A 1. ABOVE.

RETURN ORIGINAL TO INSTALLATION OR OPR. DESTROY COPY ONE YEAR LATER.

DESTROY 1 YEAR AFTER PUBLICATION OF DISPOSITION STANDARD OR 1 YEAR AFTER DISAPPROVAL, WHICHEVER IS FIRST.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE.

NOTE, : These records cannot be retired to an FRC.

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~76
[1440]~~

~~MICROFORM INSPECTION RECORDS~~

- | | |
|---|---|
| A. Log documenting the inspection of microform records, as required by 36 CFR 1230, including description of the records tested, record category date, elements of inspection, results, and if defects are found, corrective action taken. | DESTROY 3 YEARS AFTER DATE
DATE OF LAST ENTRY.
[GRS 16-10(a) (92)] |
| B. Reports made to the National Archives and Records Administration on the results of microform inspection, as required by 36 CFR 1230, and related correspondence. | DESTROY WHEN 3 YEARS OLD.
[GRS 16-10(b) (92)] |

77
[1442]

FINDING AIDS

- | | |
|---|--|
| A. Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or an approved item in this schedule. [SEE NOTE₁] | DESTROY OR DELETE WITH THE
RELATED RECORDS OR SOONER
IF NO LONGER NEEDED.
[GRS 23-9 (93)] |
| B. Finding aids for series of records that HAVE BEEN accessioned by the National Archives and Records Administration and those relating to major program case files not previously authorized for disposal. | * PERMANENT *
TRANSFER TO NARA WITH
RELATED RECORDS
[GRS 88 RESND [23-7]] |
| C. All other finding aids/copies. | FOLLOW DISPOSITION
INSTRUCTIONS FOR THE RECORDS
TO WHICH THEY RELATE, OR
DESTROY WHEN NO LONGER
NEEDED FOR REFERENCE. |

78
[1442]
(N 1-9f)

GENERAL OFFICE FILES - change

~~A. CHRON FILES - READING FILES~~

~~Files that are extra copies, convenience copies, reference copies, that are filed and maintained in chronological order. These are duplicates and ARE NOT the official record copy (yellow).~~

~~TRANSFER TO HISTORIAN'S
OFFICE WHEN 1 YEAR OLD OR
WHEN NO LONGER NEEDED FOR
REFERENCE. HISTORIAN WILL
DESTROY WHEN NO LONGER
NEEDED.~~

1. AMES RESEARCH CENTER ONLY

TRANSFER TO INSTALLATION
RECORDS MANAGER WHEN 1 YEAR
OLD. THIS OFFICE WILL DESTROY
WHEN 3 YEARS OLD.

NOTE₁: EXCLUDED from this series are records containing abstracts or other information that can be used as an information source APART from the related records. An SF-115 MUST BE SUBMITTED by the Agency Records Officer PRIOR TO DISPOSAL of these records--Contact the local Installation Records Manager for guidance on this process.

ITEM
[UF#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

78

CONTINUED: GENERAL OFFICE FILES

(N 1-9g)

B. SUSPENSE FILES

Papers/records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.

1. A note or other reminder to take some action.
2. The file copy or an extra copy of an outgoing communication, filed by date on which a reply is expected.

DESTROY AFTER ACTION TAKEN
[GRS 23-6a (93)]

WITHDRAW DOCUMENTS WHEN REPLY IS RECEIVED. NOTE IF SUSPENSE COPY IS AN EXTRA, DESTROY IMMEDIATELY; IF COPY IS THE FILE COPY, INCORPORATE IT INTO THE OFFICIAL FILES.
[GRS 23-6b (93)]

C. TRACKING AND CONTROL RECORDS

Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or this schedule.

DESTROY OR DELETE WHEN NO LONGER NEEDED.
[GRS 23-8 (93)]

(N 1-9h)

D. INFORMATION COPIES

Copies of correspondence, reports, or other documents that are for reference use and are not made a part of an official subject or case file.

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

E. SCHEDULES OF DAILY ACTIVITIES

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal.

1. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials.
[SEE NOTE₁]
2. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.

DESTROY OR DELETE WHEN 2 YEARS OLD.
[GRS 23-5a (93)]

DESTROY OR DELETE WHEN NO LONGER NEEDED.
[GRS 23-5b (93)]

F. ADMINISTRATIVE DATA BASES

Data bases that support administrative or housekeeping functions, information derived from hard copy records authorized for destruction by the GRS or these schedules, if the hard copy records are maintained in organized files, and hard-copy printouts from these data bases created for short-term administrative purposes.

DELETE INFORMATION IN THE DATA BASE WHEN NO LONGER NEEDED.
[GRS 23-3 (93)]

NOTE₁: See Item 22, "Records of Top Management Officials" of this Schedule (N 1-1).

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

78

CONTINUED: GENERAL OFFICE FILES

G. TRANSITORY FILES

Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below.

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

1. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.
2. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.
3. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records

H. WORD PROCESSING FILES - GENERAL GUIDANCE

(Also see specific record series for dispositions)

Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes:

1. When used to produce hard copy which is maintained in organized files
2. When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy provided that the hard copy has been authorized for destruction by the GRS or these schedules.

DELETE WHEN NO LONGER NEEDED TO CREATE A HARD COPY. [GRS 23-2a (93)]

DELETE AFTER THE EXPIRATION OF THE RETENTION PERIOD AUTHORIZED FOR THE HARD COPY. [GRS 23-2b (93)]

I. ADMINISTRATIVE OFFICE FILES

Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel, supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

DESTROY WHEN 2 YEARS OLD, OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. [GRS 23-1 (93)]

SCHEDULE 1

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

79
[1470]
(N 1-5)

MANAGEMENT IMPROVEMENT REPORTS - change

Management improvement reports submitted to the Office of Management and Budget (i.e., A-76 Reports) and related analyses.

A. Office of Primary Responsibility

RETIRE TO FRC WHEN 5 ²⁰
YEARS OLD. DESTROY WHEN ~~10~~
YEARS OLD, OR WHEN NO LONGER
~~NEEDED UP TO A MAXIMUM OF 20~~
~~YEARS.~~

B. All other offices/copies.

DESTROY WHEN 2 YEARS OLD.

80
[1490]
(N 16-7)

OFFICE COPYING EQUIPMENT FILES

A. Procurement requests, NASA Form 51, justifications, approvals or disapprovals, located in offices (not the office procuring the equipment) whether purchase or rental equipment (except equipment in printing, duplicating, or reproduction facilities.

DESTROY 2 YEARS AFTER
ACQUISITION OF EQUIPMENT
OR AFTER DISAPPROVAL.

B. Daily production reports/records.

DESTROY 90 DAYS AFTER
INCLUSION OF DATA IN MONTHLY
(OR OTHER CONSOLIDATED)
REPORT.

C. Production reports (other than daily), cost records (including repairs, maintenance, supplies, operating labor, depreciation) and studies.

DESTROY WHEN 5 YEARS OLD
(IF RECORDS ARE KEPT
SEPARATELY FOR EACH MACHINE,
DESTROY WHEN MACHINE IS
DISPOSED OF OR TRANSFER WITH
MACHINE)

81
[1490]

REQUISITIONS ON THE PUBLIC PRINTER

Records relating to requisitions on the Printer (outside the agency) and all supporting papers.

(N 16-1a) A. Printing procurement unit copy of requisitions, invoice, specifications, and related papers, e g, SF 1, SF 1C, and GPO Forms 2511, GPO 1026A.

DESTROY 3 YEARS AFTER
COMPLETION OR CANCELLATION
OF REQUISITION.
[GRS 3-6a (91)]

(N 16-1b) B. Accounting copy of requisition, Government Printing Office Invoice, transfer of funds voucher, and receiving report.

DESTROY 3 YEARS AFTER PERIOD
COVERED BY RELATED ACCOUNT.
[GRS 3-6b (91)]

(N 17-20) C. Administrative correspondence pertaining to the administration and operation of the unit responsible for printing, binding, and duplication, and distribution matters, and related papers.

DESTROY WHEN 2 YEARS OLD.
[GRS 13-1 (88)]

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

ITEM [UFI #]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
82 [1490] (N 16-2)	JOB OR PROJECT FILES - PRINTING Job or project records containing all papers and data pertaining to the planning and execution of duplication, and distribution of jobs (in-house):	
	A. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers, exclusive of: * Requisitions on the Public Printer and related records; and, * Records relating to services obtained outside the agency.	DESTROY 1 YEAR AFTER COMPLETION OF JOB.
	B. Files pertaining to planning and other technical matters concerning these services.	DESTROY WHEN 3 YEARS OLD.
	C. NASA Headquarters Duplicating Center - in-house duplication only, records relating to the operation, execution, reproduction (i.e., Form 51 - HQ Printing and Reproduction Requisition/Request) and distribution.	DESTROY WHEN 2 YEARS OLD.
83 [1490] (N 16-3)	CONTROL REGISTERS - PRINTING Control registers pertaining to requisitions and work orders.	DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR IN WHICH COMPILED OR 1 YEAR AFTER FILLING OF REGISTER, WHICHEVER IS APPLICABLE. [GRS 13-3 (88)]
84 [1490] (N 16-4)	JOINT COMMITTEE ON PRINTING - REPORTS TO / AUTHORIZATIONS - change A. Agency reports to the Joint Committee on Printing regarding the operation of Class A and B plants and inventories of printing, binding, and related equipment in Class A and B plants or in storage.	DESTROY WHEN 3 YEARS OLD. [GRS 13-5a (88)]
(N 16-4)	B. Copies of reports in subordinate reporting units and their related work papers.	DESTROY 1 YEAR AFTER DATE OF REPORT. [GRS 13-5b (88)]
(N 16-5)	C. Correspondence and authorizations by the JCP and related papers concerning establishment, relocation, and disestablishment of printing plants.	RETIRE TO FRC WHEN 5 YEARS OLD DESTROY WHEN 10 YEARS OLD.
(N 16-5)	D. Records/reports concerning the acquisition, transfer, and disposal of equipment.	DESTROY 2 YEARS AFTER DISPOSAL OF THE EQUIPMENT.
(N 16-5)	E. All other miscellaneous documentation, e.g., inclusion of printing in contracts or grants.	DESTROY WHEN 5 YEARS OLD.
85 [1500] (N 17-25)	LOCATOR RECORD FILES Locator sheets, cards, tags, such as space control sheets, location sheets, location cards, bin tags, and other papers utilized as a check or inventory of stock location.	DESTROY WHEN SUPERSEDED OR OBSOLETE.

ITEM
[UF]#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

86
[1520]

GRAPHIC ARTS - VISUAL MEDIA

Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities.

A. ORIGINAL ART WORK - NASA ART PROGRAM

1. ^(non-record artifacts) Art work commissioned by NASA to depict/represent a particular event or concept of space and/or NASA missions.
2. NASA Portraits - High level NASA officials (i.e., Administrator; Center Directors, Deputy Administrators, Deputy Center Directors)
(Office of record - NASA HQ)
3. STENNIS SPACE CENTER ONLY (Graphics Office)

RETAIN INDEFINITELY WITHIN AGENCY CUSTODY AS PART OF THE NASA ART PROGRAM OPERATED BY CODE POS AT NASA HQ.

* PERMANENT *
TRANSFER ONE 3x5 TRANSPARENCY AND PRINT TO NARA WHEN 10 YEARS OLD.

Art work developed and used in hearings, presentations, reviews, conferences, briefings, and presentations of information to the general public such as speeches, news releases, educational briefs, and exhibits. (Official file copies are maintained by another office at Stennis Space Center)

DESTROY WHEN NO LONGER NEEDED BY THE INSTALLATION OR WHEN REFERENCE VALUE CEASES.

B. BOARD ART - COMPUTER GENERATED GRAPHICS

(N 9-1a(1))

1. Presentations to the Public

Art work used in Congressional Hearings; budget presentations; summary review conferences; technical briefings; and presentations to the public such as speeches, releases to news media, educational briefs, and exhibits.

RETURN ORIGINAL BOARD ART TO THE REQUESTING OFFICE. DESTROY WHEN NO LONGER NEEDED. [GRS 88 RESND (21-14)]

(N 9-1a(2))

2. NASA Internal Use

Art work used in fund drives, posters for employee sponsored activities, illustrations used in administrative function activities, and other routine in-house activities, including routine handbills, flyers, posters, letterheads, and other graphics.

DESTROY 1 YEAR AFTER FINAL PUBLICATION OR WHEN NO LONGER NEEDED. [GRS 21-6 (88)]

SCHEDULE 1

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
86	CONTINUED: GRAPHIC ARTS - VISUAL MEDIA	
	C. <u>VIEWGRAPHS/TRANSPARENCY</u>	
(N 9-1b)	1. Master photographic negatives - such as those used in the production of visual aids (slides, viewgraphs, and photographs) from original art. NASA HQ: OPR - CODE JOB-2 ONLY	RETIRE ORIGINAL TO FRC WHEN NO LONGER NEEDED TO REPRODUCE ADDITIONAL VISUAL AIDS, WORKING COPIES, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. DESTROY WHEN 20 YEARS OLD.
(N 9-1c)	2. Slides and viewgraphs/transparencies used by program, staff, and and project offices for presentations.	DESTROY 1 YEAR AFTER USE OR WHEN NO LONGER NEEDED. [GRS 21-5 (88)]
	3. All other offices/copies.	DESTROY WHEN NO LONGER NEEDED.
	4. STENNIS SPACE CENTER ONLY Records consist of master photographic negative/transparency files, graphic arts, and line art, including any material maintained in electronic/magnetic format. Collection includes black & white half tones, color photos, negatives and paper line art. This collection may include duplicate files which exist in other offices of the same presentation. (Some work is generated by use of photo-typesetting equipment)	DESTROY OR DISPOSE OF RECORDS WHEN NO LONGER NEEDED BY THE AGENCY OR WHEN REFERENCE VALUE CEASES

ITEM
[UF1#1]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~86
[1521]~~

~~CONTINUED: GRAPHIC ARTS~~

~~D. LINE ART / NEGATIVES / PLATES~~

~~1. Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.~~

~~DESTROY WHEN NO LONGER
NEEDED FOR PUBLICATION OR
REPRINTING.
[GRS 21-7 (88)]~~

~~2. Line copies of graphs and charts.~~

~~DESTROY 1 YEAR AFTER FINAL
PRODUCTION OR WHEN NO LONGER
NEEDED.
[GRS 21-8 (88)]~~

~~E. VISUAL AIDS REQUISITION/REGISTER FILES~~

~~(N 9-2)~~

~~1. Requests and instructions for the preparation of the visual aids described under this item b., whether in hard copy or electronic.~~

~~DESTROY WHEN 2 YEARS
OLD.~~

~~(N 9-3)~~

~~2. Registers showing receipt of requisition and control number assigned to it. [SEE NOTE₁]~~

~~DESTROY WHEN 2 YEARS
OLD.~~

~~F. FINDING AIDS FOR VISUAL MEDIA/GRAPHIC ARTS~~

~~Finding aids for identification, retrieval, or use. Records may include indexes, catalogs, shelf lists, log books, caption sheets, shot lists, etc., and may be in text, card, microform, or electronic.)~~

~~DISPOSE OF ACCORDING TO
INSTRUCTION COVERING
THE RELATED AUDIOVISUAL
RECORD.
[GRS 21-29 (88)]~~

NOTE₁: *These records may be included in an automated "Action Tracking System."*

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

ITEM	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
87	POSTAL RECORDS	
(N 10-17)	A. Post office forms and supporting papers, exclusive of records held by the United States Postal Service.	
(N 10-17)	1. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.	DESTROY WHEN 1 YEAR OLD. [GRS 12-5a (88)]
(N 10-22)	2. Application for postal registration and certificates of declared value of matter subject to postal surcharge.	DESTROY WHEN 1 YEAR OLD. [GRS 12-5b (88)]
(N 10-22)	3. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail.	DESTROY WHEN 1 YEAR OLD. [GRS 12-5c (88)]
	B. Post irregularities files, such as correspondence, reports, and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	DESTROY 3 YEARS AFTER COMPLETION OF INVESTIGATION. [GRS 12-8 (88)]
(N 10-18)	C. Postal statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	DESTROY WHEN 6 MONTHS OLD. [GRS 12-6b (88)]
(N 10-19)	D. Production and statistical reports and data relating to the handling of mail and volume of work performed.	DESTROY WHEN 1 YEAR OLD [GRS 12-6d (88)]
(N 10-23)	E. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding both those covered by item a. of this schedule and those used as indexes to correspondence files.	DESTROY WHEN 1 YEAR OLD. [GRS 12-6a (88)]
(N 10-20)	F. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	DESTROY WHEN 1 YEAR OLD. [GRS 12-6e (88)]
(N 10-24)	G. Annual official penalty mail reports and all related papers.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 6 YEARS OLD. [GRS 12-7 (88)]

ITEM
[UF]#1

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

88

MAILING OR DISTRIBUTION LISTS

[1530]
(N 16-6)

- A. Correspondence, request forms, and other records relating to changes to changes in mailing lists.
- B. Card lists.
- C. Plate or stencil mailing lists.
- D. All other lists kept by offices other than the official mail room/office.

DESTROY AFTER APPROPRIATE REVISION OF LIST OR AFTER 3 MONTHS, WHICHEVER IS SOONER.
[GRS 13-4a (88)]

DESTROY INDIVIDUAL CARDS WHEN CANCELLED OR REVISED [GRS 13-4b (88)]

DESTROY PLATES OR STENCILS WHEN CANCELLED OR REVISED.

DESTROY WHEN NO LONGER NEEDED.

89

AGENCY SPACE FILES

[1540]
(N 8-3)

Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.

- A. Building plan files and related agency records utilized in space planning, assignment, and adjustment.
- B. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.
 - 1. Agency reports to the General Services Administration regarding space occupied in "Metropolitan Washington" and "Outside the District of Columbia," and related papers.
 - 2. Copies in subordinate reporting units and related work papers.
- C. General correspondence of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.

DESTROY 2 YEARS AFTER TERMINATION OF ASSIGNMENT, OR WHEN LEASE IS CANCELLED, OR WHEN PLANS ARE SUPERSEDED OR OBSOLETE.
[GRS 11-2a (88)]

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

DESTROY WHEN 1 YEAR OLD.
[GRS 11-2b(2) (88)]

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

SCHEDULE 1

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
90 [1540] (N 8-1)	BUILDING AND EQUIPMENT SERVICE FILES Requests for building and equipment maintenance services, excluding fiscal copies.	DESTROY 3 MONTHS AFTER WORK PERFORMED OR REQUISITION IS CANCELLED. [GRS 11-5 (88)]
91 [1550] (N 1-32)	DIRECTORY LISTINGS - BUILDING / TELEPHONE Correspondence, forms, and other records relating to the compilation of building and telephone directory service listings.	DESTROY 2 MONTHS AFTER ISSUANCE OF LISTING. [GRS 11-3 (88)]
92 [1551] (N 10-21)	NASA INTERNAL MAIL AND MESSENGER SERVICE RECORDS Records of and receipts for mail and packages received through the official mail and messenger service.	DESTROY WHEN 6 MONTHS OLD. [GRS 12-6 (88)]
93 [1551] (N 10-25)	MESSENGER SERVICE - MOTOR Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records	DESTROY WHEN 2 MONTHS OLD [GRS 12-1 (88)]
94 [1570] (N 17-22)	INVENTORY REQUISITION FILES - STOCK / SUPPLY Requisitions for supplies and equipment for/from current inventory	
(N 17-22)	A. Stockroom copy.	DESTROY 2 YEARS AFTER FISCAL YEAR IN WHICH COMPLETED/ CANCELLED, OR 3 MONTHS AFTER CONVERSION TO AN ADP SYSTEM. [GRS 3-8a (88)]
(N 1-9c)	B. Completed requisitions for service, supplies, and equipment, and travel documents. (Official file copies are maintained by the office rendering service.)	DESTROY 1 YEAR AFTER ACTION IS COMPLETED.
(N 17-22)	C. All other offices/copies.	DESTROY WHEN 6 MONTHS OLD. [GRS 3-8b (88)]
95 [1580] (N 8-2) (N 10-16)	TELEPHONE SERVICE RECORDS Requests from operating units for installation, alterations, relocation, or removal of telephone facilities, excluding fiscal copy. General files including plans, reports, and other records pertaining to equipment requests, telephone service and like matters.	DESTROY WHEN 5 YEARS OLD. [GRS 12-2(b)/(d) (88)]

ITEM
[UF]#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

96
[1600]
(N 12-30)

SECURITY PROGRAM FILES - change

See Revision

A. POLICY AND PROGRAM RECORDS

Documents, manuals, directives, plans, reports and correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs relating to classified information accounting and control; facilities security and protective services; personnel security clearances; and emergency planning

* PERMANENT *
RETIRE TO FRC WHEN 5 YEARS OLD, OR WHEN SUPERCEDED, WHICHEVER IS SOONER.
TRANSFER TO NARA WHEN 10 YEARS OLD.
[GRS 88 RESND (18-1)]

B. CLEARANCE SUBJECT FILES - ADMINISTRATIVE

Correspondence, reports, and other records relating to the ^{routine} administration and operations of the personnel security program, not covered by this item, or elsewhere in this schedule.

DESTROY WHEN 2 YEARS OLD.

97
[1600]
PASR

SECURITY RECORDS SYSTEM - NASA 10 SECR

Records contained in this system/category consist of (1) Personnel Security Records, (2) Criminal Matter Records, and (3) Traffic Management Records.

SEE SPECIFIC RECORD SERIES FOR AUTHORIZED DISPOSITION.

A. Personnel Security Records

SEE ITEM 103 OF THIS SCHEDULE.

B. Criminal Matter Records

SEE SCHEDULE 2.

C. Traffic Management Records

SEE SCHEDULE 6.

98
[1600]
(N 17-21)

NONPERSONAL REQUISITION FILES

Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (EXCLUDING records associated with Accountable Officers' Accounts (Schedule 9).

DESTROY WHEN 1 YEAR OLD
[GRS 3-7 (88)]

99
[1600]
(N 12-14)

KEY ACCOUNTABILITY FILES

Files relating to the accountability for keys, door cards, etc. issued.

A. Areas under maximum security.

DESTROY 3 YEARS AFTER TURN-IN OF KEY.
[GRS 18-16a (88)]

B. All other areas.

DESTROY 6 MONTHS AFTER TURN-IN OF KEY.
[GRS 18-16b (88)]



96. SECURITY PROGRAM FILES

A. Significant Policy and Program Files

Manuals, directives, plans and reports that document significant and/or unique security program functions, including NACA security program files.

Disposition: PERMANENT. Retire to FRC when 5 ^{after superseded.} ~~years old.~~ Transfer to NARA when 10 years old.

B. Other Policy and Program Files

Records that reflect the administration and direction of security and protective services programs relating to routine classified information accounting and control, facilities security and program and protective services, personnel security clearances, and emergency planning.

Disposition: Destroy when 5 years old.

C. Clearance Subject Files - Administrative

Correspondence, reports, and other record relating to the routine administration and operations of the personnel security program, not covered by this item, or elsewhere in this schedule.

Disposition: Destroy when 2 years old.

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~100 GUARD SERVICE FILES~~

~~[1600]~~

~~(N 12-13)~~

~~A. ASSIGNMENT FILES~~

- ~~1. Files relating to guard assignment and strength.~~

~~(a) Ledger records.~~

~~DESTROY 3 YEARS AFTER FINAL
ENTRY.
[GRS 18-13a (88)]~~

~~(b) Requests, analyses, reports, change notices, and other papers
relating to assignments and strength requirements.~~

~~DESTROY WHEN 2 YEARS OLD.
[GRS 18-13b (88)]~~

~~(N 12-10)
(N 12-17)~~

~~B. CONTROL FILES~~

- ~~1. Control center key or code records, emergency call cards, and building
record and employee identification cards.~~

~~DESTROY WHEN SUPERCEDED OR
OBSOLETE.
[GRS 18-19a (88)]~~

- ~~2. Round reports, service reports on interruptions and tests, and punch
clock daily sheets.~~

~~DESTROY WHEN 1 YEAR OLD.
[GRS 18-19b (88)]~~

- ~~3. Automatic machine patrol charts and registers of patrol and alarm
services.~~

~~DESTROY WHEN 1 YEAR OLD.
[GRS 18-19c (88)]~~

- ~~4. Arms distribution sheets, logs, charge records, transfer sheets and
receipts.~~

~~DESTROY 3 MONTHS AFTER
RETURN OR ARMS.
[GRS 18-19d (88)]~~

101

[1600]

(N 1-9k)

CLASSIFIED DOCUMENTS INVENTORY REPORTING FILES

Correspondence or documents used to report the results of inventories conducted under local requirements to assure proper accounting for all classified matter, including files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule.

DESTROY WHEN 2 YEARS OLD.
[GRS 18-1 (88)]

102

[1610]

CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENTS

Copies of nondisclosure agreements, such as SF 189, Classified Information Non-disclosure Agreement, signed by employees with access to information which is classified or classifiable under standards put forth by Executive Order 12356. These forms should be maintained separately from personnel security clearance files.

DESTROY WHEN 50 YEARS OLD.
[GRS 18-25 (88)]

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

103
[1610]
(N 12-19)

PERSONNEL SECURITY CLEARANCE FILES

Personnel security clearance case files and related indexes maintained by the personnel security office.

- A. Files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.
- B. Investigative reports and related papers furnished to agencies by investigative organizations for use in making security/suitability determinations.
- C. Index to the Personnel Security Case Files
- D. Status files, lists, or rosters maintained in security units showing the current security clearance status of individuals.

DESTROY UPON NOTIFICATION OF DEATH OR NOT LATER THAN 5 YEARS AFTER SEPARATION OR TRANSFER OF EMPLOYEE OR NO LATER THAN 5 YEARS AFTER CONTRACT RELATIONSHIP EXPIRES, WHICHEVER IS APPLICABLE.
[GRS 18-22a (88)]

DESTROY IN ACCORDANCE WITH THE INVESTIGATING AGENCY INSTRUCTIONS.
[GRS 18-22b (88)]

DESTROY WITH RELATED CASE FILE.
[GRS 18-22c (88)]

DESTROY WHEN SUPERSEDED OR OBSOLETE.
[GRS 18-23 (88)]

104
[1620]
PASR

GODDARD SPACE FLIGHT CENTER (GSFC) LOCATOR AND INFORMATION SERVICES TRACKING SYSTEM (LISTS) - NASA 51 LIST

Records contained in the system will consist of privacy and personal information for all on-site and off-site NASA/GSFC civil servants and on-site and near-site contractors, tenants, and other guest workers possessing or requiring badge identifications. LISTS is a comprehensive and accurate source of information for institutional services and planning, general and personal information in order to assist the Security office in issuing picture badge identifications and in coordinating clearance requests; to establish for the Library an authorization for use of its printed materials, to identify the listed emergency contact in case of an emergency to a center employee or guest worker, and to provide a home address in case an employee or guest worker must be contacted during off hours or for official mailings to a home address.

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 23/8

ITEM
[UEI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

105 IDENTIFICATION CREDENTIALS FILES

[1620]

Identification credentials and related papers.

(N 12-24a) A. Identification credentials including cards, badges, parking permits,
(N 8-4) photographs, agency permits to operate motor vehicles, and property,
dining room, and visitor passes, and any other similar identification
credentials.

DESTROY CREDENTIALS 3
MONTHS AFTER RETURN TO
ISSUING OFFICE.
[GRS 11-4a (88)]

(N 12-24b) B. Receipts, indices, listings, and accountable records.
(N 8-4b)

DESTROY AFTER ALL
LISTED CREDENTIALS ARE
ACCOUNTED FOR.
[GRS 11-4b (88)]

106 FIREARMS - ACCOUNTABILITY / QUALIFICATION

[1620]

(N 12-10) A. Records of acquisitions of firearms.

DESTROY 1 YEAR AFTER
FIREARM IS DESTROYED OR
TRANSFERRED.

(N 12-11) B. Certificate to carry firearms (NASA Form 699a and 699b).

DESTROY 1 YEAR AFTER
TERMINATION OF
CERTIFICATE.

(N 12-12) C. Data relating to individual qualifications, training, and
maintenance of proficiency in the use of firearms.

DESTROY 1 YEAR AFTER
TERMINATION OF
INDIVIDUAL.

107 FACILITIES CHECKS (BY GUARD FORCE)

[1620]

(N 12-16) Files relating to periodic guard force facility checks.

A. Data sheets, door slip summaries, check sheets, and guard reports on security
violations (except copies in files of agency security offices covered by
Item 79 of this schedule).

DESTROY WHEN 1 YEAR
OLD.
[GRS 18-18a (88)]

B. Reports of routine after-hour security checks which either do not reflect
security violations, or for which the information contained therein is
documented in the files defined in Item 79 of this schedule.

DESTROY WHEN 1 MONTH
OLD.
[GRS 18-18b (88)]

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~108~~
~~[1620]~~

~~SECURITY VIOLATION FILES~~

~~Case files relating to investigations of alleged violations of Executive Orders, laws or agency regulations for the safeguarding of national security information.~~

~~(N 12-22)~~
~~(N 12-21)~~

~~A. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determination, exclusive of files held by the Department of Justice or Defense offices responsible for making such determinations.~~

~~DESTROY 5 YEARS AFTER
CLOSE OF CASE.
[GRS 18-24a (88)]~~

~~B. All other offices and files, EXCLUSIVE of papers placed in official personnel folders.~~

~~DESTROY 2 YEARS AFTER
COMPLETION OF FINAL ACTION OR
WHEN NO LONGER NEEDED,
WHICHEVER IS SOONER.
[GRS 18-24b (88)]~~

109
[1620]
(N 1-42)

CONTAINER FILES

A. CLASSIFIED DOCUMENT SECURITY

Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers

DESTROY WHEN SUPERSEDED BY
A NEW FORM OR LIST, OR UPON
TURN-IN OF CONTAINERS.
[GRS 18-7 (88)]

(N 17-23)

B. RETURNABLE

Documents reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping documents, reports, or similar documents.

DESTROY 3 YEARS AFTER RETURN
OF CONTAINER OR PURCHASE OF
CONTAINER, WHICHEVER IS
APPLICABLE.

110
[1630]
(N 12-5)

ACCESS REQUEST FILES

Requests and authorizations for individuals to have access to classified files.

DESTROY 2 YEARS AFTER
AUTHORIZATION EXPIRES.
[GRS 18-6 (88)]

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~111 [1630] DOCUMENTS: ACCOUNTABILITY / INVENTORY FILES~~

~~A. TOP SECRET DOCUMENTS~~

~~(N 12-2a) 1. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. DESTROY 5 YEARS AFTER DOCUMENTS SHOWN ON FORMS ARE DOWNGRADED, TRANSFERRED, OR DESTROYED. [GRS 18-5a (88)]~~

~~(N 12-2b) 2. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data. DESTROY WHEN RELATED DOCUMENT IS DOWNGRADED, TRANSFERRED, OR DESTROYED. [GRS 18-5b (88)]~~

~~(N 12-3) B. CLASSIFIED DOCUMENTS~~

~~1. Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but EXCLUSIVE of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule. DESTROY WHEN 2 YEARS OLD. [GRS 18-4 (88)]~~

~~2. Receipt files and records documenting the receipt and issuance of classified documents. DESTROY WHEN 2 YEARS OLD. [GRS 18-2 (88)]~~

~~3. Destruction certificates relating to the destruction of classified documents. DESTROY WHEN 2 YEARS OLD. [GRS 18-3 (88)]~~

112 [1640] (N 12-4) SECURITY CLASSIFICATION SYSTEMS - *change*
Authorizations for upgrading, downgrading, and declassifying documents or equipment.

A. Office of Primary Responsibility.

Destroy when 2 years old.

B. All other offices/copies.

Destroy after the document to which the classification action applies has been regraded or declassified by suitable markings.

CFS 1/16/95

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~113 INDUSTRIAL SECURITY FILES~~

~~[1650]~~

~~(N 12-29) Documents relating to the security classification or changes thereto, of a contract with industry.~~

~~A. Precedent and unusual cases selected by pertinent NASA Officials, i.e., Director, Security, Logistics & Industrial Relations Division; Chief, NASA Security.~~

~~PERMANENT~~ See item 46A-112
~~RETIRE FILE TO FRG PERTAINING TO INDIVIDUAL CONTRACTORS WHEN ALL EXISTING CONTRACTS HAVE BEEN COMPLETED OR OTHERWISE TERMINATED. TRANSFER TO NARA 5 YEARS AFTER RESPECTIVE EVENT.~~

~~B. All other offices/case files.~~

~~DESTROY 3 YEARS AFTER CONTRACT IS CLOSED/COMPLETED.~~

~~114 LOGS, REGISTERS, AND CONTROL FILES~~

~~[1680]~~

~~(N 12-15)~~

~~A. VISITORS~~

~~Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to restricted areas, and reports on automobiles and passengers.~~

~~1. Areas under maximum security.~~

~~DESTROY 5 YEARS AFTER FINAL ENTRY OR DATE OF DOCUMENT, AS APPROPRIATE. [GRS 18-17a (88)]~~

~~2. All other areas.~~

~~DESTROY 2 YEARS AFTER FINAL ENTRY OR DATE OF DOCUMENT, AS APPROPRIATE. [GRS 18-17b (88)]~~

~~(N 12-18) B. GUARDS~~

~~Guard logs and registers not covered elsewhere, or under A, of this schedule.~~

~~1. Central guard office master logs.~~

~~DESTROY 2 YEARS AFTER FINAL ENTRY. [GRS 18-20a (88)]~~

~~2. Individual guard post logs of occurrences entered in master logs.~~

~~DESTROY 1 YEAR AFTER FINAL ENTRY. [GRS 18-20b (88)]~~

SCHEDULE 1

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
115 [1680] [2630] (N 22-3)	PASSPORT FILES (SEE ALSO SCHEDULE 2) Personal identification or passport photographs.	RETURN ORIGINAL TO REQUESTOR, DESTROY WHEN 5 YEARS OLD OR WHEN NO LONGER NEEDED. [GRS 21-2 (88) (92)]
116 [1690] (N 12-7)	SURVEYS AND INSPECTION OF FACILITIES Reports of surveys and inspections of facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. A. <u>GOVERNMENT-OWNED FACILITIES</u> B. <u>PRIVATELY-OWNED FACILITIES</u> Reports of surveys and inspections of facilities assigned security cognizance by Government agencies, and related documents.	DESTROY WHEN 3 YEARS OLD, OR UPON DISCONTINUANCE OF THE FACILITY, WHICHEVER IS SOONER. [GRS 18-9 (88)] DESTROY WHEN 4 YEARS OLD OR WHEN SECURITY COGNIZANCE IS TERMINATED, WHICHEVER IS SOONER. [GRS 18-10 (88)]
117 [1700] (N 21-6)	SAFETY FILES - PROPERTY Safety inspection and maintenance records for all NASA real and personal property. A. <u>INSPECTING OFFICE.</u> [SEE NOTE₁] B. <u>ALL OTHER OFFICES/COPIES</u>	RETIRE TO FRC WHEN RELATED PROPERTY IS DISPOSED OF BY NASA. DESTROY 5 YEARS AFTER DISPOSAL. DESTROY WHEN 4 YEARS OLD.
118	RESERVED	

NOTE₁: Payload Safety Data Files/Records are maintained under UFI 8680.
See Schedule 8 for records created in this series.

ITEM
[UF]#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

119 FIRE, EXPLOSION, AND ACCIDENT INVESTIGATIVE FILES

[1710]
(N 12-8)

Case files, investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.

A. PRECEDENT OR UNUSUAL CASES

Cases selected by pertinent NASA Officials, i.e., Chief, NASA Security Office, Associate Administrator, Office of Safety and Mission Assurance.

* PERMANENT *
RETIRE TO FRC WHEN
5 YEARS OLD. TRANSFER TO NARA
WHEN 30 YEARS OLD

~~B. ROUTINE CASES.~~

~~DESTROY WHEN 2 YEARS OLD
[GRS 18-11 (89)]~~

120 SAFETY REPORTS / RECORDS

[1711]
(N 21-4)

A. NASA SAFETY REPORTS - ANNUAL - change / new

Statistical reports, surveys on loss and injuries compiled by Headquarters from reports described in B of this item. (This is typically an annual report which can, but is not limited to, include hardware loss, and more information/data than DoL report requires)

1. Headquarters.

~~* PERMANENT *~~
RETIRE TO FRC WHEN 5 YEARS
OLD. TRANSFER TO NARA WHEN
~~10 YEARS OLD. DESTROY WHEN 15~~
years old.

2. Field Installations (feeder reports to HQ).

RETIRE TO FRC WHEN 2 YEARS
OLD. DESTROY WHEN 10 YEARS
OLD.

~~(N 21-3) B. SAFETY PROGRAM REPORTS~~

~~Statistical reports from field installations regarding injuries and accidents, such as NASA Forms 344 and 345.~~

~~1. Headquarters.~~

~~RETIRE TO FRC WHEN INACTIVE.
DESTROY WHEN 15 YEARS OLD.~~

~~2. Field Installations and all other offices/copies.~~

~~RETIRE TO FRC WHEN INACTIVE.
DESTROY WHEN 12 YEARS OLD.~~

(N 21-5) C. INDIVIDUAL ACCIDENT REPORTS

[1712]

Forms, reports, correspondence, and related medical and investigatory relating to on-the-job injuries whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor (DoL).

~~CLOSE FILE ON TERMINATION OF
COMPENSATION OR WHEN DEAD-
LINE FOR FILING A CLAIM HAS
PASSED. DESTROY 3 YEARS
AFTER CLOSE OF FILE.
[GRS 1-31 (88)]~~

SCHEDULE 1

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
120	CONTINUED: SAFETY REPORTS / RECORDS	
(N 21-7) [1710]	D. <u>PROTECTIVE AND PREVENTIVE MEASURES REPORTS</u>	SEE ITEM 116 OF THIS SCHEDULE.
	E. <u>SAFETY AND RELIABILITY REPORTS</u>	
	Files consists of Safety & Reliability Reports including Hazard Reports and Risk Assessments relating to the KSC Ground Support Equipment that interfaces with the flight hardware. Files contain, but are not limited to. Preliminary-, KSC-Hazard Reports; ESR-, Mission Safety-, Safety-, and System/Subsystem-Assessments, System Safety Review Panel Issues; System Assurance-, Failure Mode & Effects-Analyses; Critical Items Lists; Design Review Reports; and, Criticality Assessments.	RETIRE TO FRC WHEN THE RISK/SAFETY ASSESSMENT/ANALYSIS IS COMPLETE/INACTIVE. DESTROY WHEN 15 YEARS OLD.
121 [1711] (N 21-2)	ACCIDENT/MISHAP INCIDENT CASE FILES	
	Correspondence, reports, and all related papers concerning individual accidents or incidents occurring at installations.	
	A. <u>HEADQUARTERS.</u>	RETIRE TO FRC WHEN INACTIVE. DESTROY WHEN 20 YEARS OLD.
	B. <u>FIELD INSTALLATIONS, ALL OTHER OFFICES/COPIES</u>	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 20 YEARS OLD.
(N 21-5)	C. <u>INDIVIDUAL ACCIDENT REPORTS</u>	SEE ITEM 120 C. OF THIS SCHEDULE.
122 [1711]	MISHAP INVESTIGATION BOARD FILES	
	Files contain, in addition to others listed, photographs, witness interviews and all other materials concerning the investigation.	* PERMANENT * SEE ITEM 14A OF THIS SCHEDULE
123 [1730] (N 21-8)	SPECIAL PERMIT FILES	
	Requests for permits to operate and handle special type machines and tools controlled by manufacturers.	DESTROY ON EXPIRATION OF PERMIT OR WHEN SUPERSEDED.
124 [1740] (N 21-9)	HEALTH PHYSICS AND PROCESS CONTROL DATA LOGS	
	Records of Health Physics Daily Logs, Water Activity Analysis Logs, Geiger-Mueller Analysis Logs, Air Sample Analysis Logs, Daily Routine Health Physics Logs, Background and Efficiency Logs, Portable Survey Instrument Calibration Logs, and Source Movement, Inventory and Leak Test Logs.	RETIRE TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 10 YEARS OLD.

SCHEDULE 1

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~125 SAFETY STANDARDS FILES~~

~~[1740]
(N 21-1)~~

~~Documents created in the development of safety standards and practices in developmental and production operations; the safety location, design, layout, and construction of facilities where fuels, propellants, or other hazardous materials are handled or operations are exposed to ignition hazards; the safe handling, storage, and movement of hazardous materials; and other areas requiring safety standards. The files include recommendations, coordination actions, studies, and other actions taken to establish standards.~~

~~A. Office developing the standards.~~

~~DESTROY WHEN 10 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER.~~

~~B. All other offices/copies.~~

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

126 HEALTH AND OCCUPATIONAL MEDICINE RECORDS [SEE NOTE₁]

[1800]

A. NASA HEALTH INFORMATION MANAGEMENT SYSTEM - NASA 10 HIMS

NASA Civil Service employees and applicants; other agency civil service and military employees working at NASA, visitors to field installations; on-site contractor personnel who receive job related examinations, have mishaps or accidents, or come to the clinic for emergency or first aid treatment.

SEE FOLLOWING INDIVIDUAL ITEMS LISTED SEPARATELY BY RECORD SERIES/CATEGORY.

B. SPACE FLIGHT PERSONNEL AND THEIR FAMILIES

* PERMANENT *
SEE SCHEDULE 8

(N 11-5)

C. HEALTH AND MEDICAL REPORTS

Statistical reports on health and medical services and vital statistics reports on NASA personnel. Includes copies of statistical summaries and reports with related papers pertaining to employee health, retained by reporting unit.

1. Headquarters.

DESTROY 6 YEARS AFTER DATE OF SUMMARY OR REPORT.

2. Field Installations.

DESTROY 2 YEARS AFTER DATE OF SUMMARY OR REPORT.
[GRS 1-22 (88)]

Withdrawn (N 11-6)

D. CONSOLIDATED HEALTH AND MEDICAL REPORTS

Statistical reports compiled by Headquarters from reports described in this item.

1. Headquarters.

* PERMANENT *
RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA WHEN 20 YEARS OLD.

2. All other offices/copies.

DESTROY WHEN NO LONGER NEEDED.

NOTE₁: Occupational Safety and Health Administration (OSHA) Records are maintained under UFI 8720. See Schedule 8 for records created in this series.

SCHEDULE 1

ITEM
[UFI] #1

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~127
[1800]
(N 11-4)~~

~~EMPLOYEE HEALTH RECORDS~~

~~A. INDIVIDUAL HEALTH CASE FILES - EMPLOYEE MEDICAL FOLDER (EMF)~~

- ~~1. Examinations recorded on SF 78, such as pre-employment physical examinations; health qualification placement records; disability retirement examinations, fitness for duty examinations; and any other documents deemed of long-term value as defined in the Federal Personnel Manual (FPM), Chp. 293.~~

~~(a) Transferred employees.~~

~~UPON TRANSFER, SHIP ENTIRE MEDICAL RECORD, INCLUDING X-RAYS, TO MEDICAL OFFICE OF NEW ASSIGNMENT.
[GRS 1-21a(1) (92)]~~

~~(b) Separated employees.~~

~~30 DAYS AFTER SEPARATION, TRANSFER TO NATIONAL PERSONNEL RECORDS CENTER (NPRC), ST. LOUIS, MO. NPRC WILL DESTROY 75 YEARS AFTER BIRTH DATE, 60 YEARS AFTER DATE OF THE EARLIEST DOCUMENT IN THE FOLDER IF THE DATE OF BIRTH CANNOT BE ASCERTAINED, OR 30 YEARS AFTER LATEST SEPARATION, WHICHEVER IS LATER.
[GRS 1-21a(2) (92)]~~

- ~~2. TEMPORARY or SHORT-TERM records as defined in the FPM. Records may consist of forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the Health Unit, EXCLUDING records cited in "a." above. These are records that are not required for filing in the EMF, and if not retained by the agency, should UNDER NO CIRCUMSTANCES be sent to the NPRC.~~

~~DESTROY 1 YEAR AFTER SEPARATION OR TRANSFER OF EMPLOYEE.
[GRS 1-21b (92)]~~

- ~~3. Individual Employee Health Case Files created prior to establishment of the EMF system that have been retired to an FRC.~~

~~DESTROY 60 YEARS AFTER RETIREMENT TO FRC.
[GRS 1-21c (92)]~~

~~(N 11-2) B. INDIVIDUAL NON- OCCUPATIONAL HEALTH RECORD CARDS/FILES~~

~~Records in this series include forms, correspondence, and other documents, including summary records, documenting an individual employee's medical history, physical condition and visits to Government health facilities, for non-work related purposes, EXCLUDING records covered by A. above.~~

- ~~1. NASA employees~~

~~Cards which contain such information as date of employee's visit, diagnosis, and treatment.~~

~~DESTROY 6 YEARS AFTER DATE OF LAST ENTRY.
[GRS 1-19 (92)]~~

- ~~(N 11-3) 2. On-Site Contractor Personnel~~

~~Doctor's clinic records or similar records which contain data of visit, diagnosis, and treatment.~~

~~DESTROY 8 YEARS AFTER INDIVIDUAL'S EMPLOYMENT ON-SITE IS TERMINATED.~~

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

127
[1800]

CONTINUED: EMPLOYEE HEALTH RECORDS

C. EMPLOYEE ASSISTANCE PROGRAM

Personal case files consisting of handwritten notes, letters to physicians or counselors, calendar of treatment(s), authorization releases, after care information and telephone messages. Case files are to be maintained separate from the EMF and/or the Official Medical Record(s), kept to an absolute minimum, and handled with privacy in accordance with Section 408 of Public Law 92-155.

1. **Management Referral.**

DESTROY 5 YEARS AFTER LAST DATE IN FILE, OR UPON TERMINATION OF EMPLOYEE.
[N1-255-90-8]

2. **Voluntary.**

DESTROY 2 YEARS AFTER LAST DATE IN FILE, OR UPON TERMINATION OF EMPLOYEE.
[N1-255-90-8]

128
[1814]
(N 11-1)

HEALTH UNIT CONTROL FILES

Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.

A. SUMMARIZED ON STATISTICAL REPORT.

DESTROY 3 MONTHS AFTER LAST ENTRY.
[GRS 1-20a (92)]

B. NOT SUMMARIZED.

DESTROY 2 YEARS AFTER LAST ENTRY.
[GRS 1-20b (92)]

129
[1815]
(N 11-11)

NARCOTICS AND SEDATIVE DRUG RECORDS

All records on the control and disposition of narcotic and sedative drugs, including completed NASA Forms 1387, describing dosages, shipments, inventories, and verifications.

DESTROY WHEN 3 YEARS OLD.

SCHEDULE 1

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

130 RADIATION RECORDS

[1860]
PASR

A. GODDARD SPACE FLIGHT CENTER RADIATION SAFETY COMMITTEE RECORDS - NASA 51 RSCR

Employment and training history of radiation users and custodians under under Goddard Space Flight Center (GSFC) cognizance.

RECORDS ARE KEPT FOR 2 YEARS. IF EMPLOYEE DOES NOT WISH TO BE RENEWED FOR THE POSITION AT THE END OF 2-YEAR PERIOD, THE RECORD IS REMOVED AND PLACED IN AN INACTIVE FILE. RECORDS ARE RETAINED AT GSFC UNTIL DESTROYED. DESTROY WHEN 75 YEARS OLD.

PASR

B. KENNEDY SPACE CENTER RADIATION TRAINING AND EXPERIENCE SUMMARY - NASA 76 RTES

Custodians and/or users of sources of radiation (ionizing and non-ionizing) Applicable to all users or custodians at Kennedy Space Center (KSC) and NASA or NASA contractor personnel at Cape Canaveral Air Force Station, Florida, or Vandenberg Air Force Base, California.

RECORDS ARE RETAINED AT KSC. DESTROY WHEN 75 YEARS OLD.

PASR

C. KSC-USNRC OCCUPATIONAL EXTERNAL RADIATION EXPOSURE HISTORY FOR NUCLEAR REGULATORY COMMISSION LICENSES - NASA 76 XRAD

KSC personnel, civil servants, and contractor personnel, who have received radiation exposure. Files include name, date of birth, exposure history, name of license holder, and social security number.

RECORDS ARE RETAINED AT KSC. DESTROY WHEN 75 YEARS OLD.

PASR

D. LEWIS RESEARCH CENTER OCCUPATIONAL RADIATION EXPOSURE RECORDS - NASA 22 ORER

Present and former Lewis Research Center (LeRC) employees and contractor personnel who may be exposed to radiation. Files include name, date of birth, exposure history, name of license holder, social security number, employment and training history.

RECORDS ARE RETAINED AT LeRC. DESTROY WHEN 75 YEARS OLD.

131 PESTICIDE RECORDS

[1870]
(N 11-10)

A. ANNUAL REPORTS

Reports of pesticides used at NASA installations prepared by Headquarters at the request of the Federal Committee on Pest Control (FCPC).

1. Headquarters.

* PERMANENT *
RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA WHEN 10 YEARS OLD.

2. Field Installations.

DESTROY WHEN 2 YEARS OLD.

(N 11-9)

B. MISCELLANEOUS REPORTS

Reports on pesticides used at field installations, such as FCPC Forms 1 and 2.

1. Headquarters.

RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD.

2. Field Installations.

DESTROY WHEN 2 YEARS OLD.

Withdrawn

SCHEDULE 1

ITEM [UF1#]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
132 [1870] (N 11-7)	ENVIRONMENTAL HEALTH REPORTS	
	A. Reports on environmental health from field installations.	
	1. Headquarters.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD.
	2. Field Installations.	DESTROY WHEN 2 YEARS OLD.
(N 11-8)	B. Consolidated reports, program evaluation reports by Headquarters, based on reports described in "a." above.	
	1. Headquarters.	* PERMANENT * RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA WHEN 10 YEARS OLD.
	2. Field Installations.	DESTROY WHEN 2 YEARS OLD.
133 [1900]	STANDARDS OF CONDUCT FILES (SoC) - new	
	A. <u>GENERAL FILES - SoC</u>	
	Correspondence, memoranda, and other reports/records relating to codes of ethics and standards of conduct.	DESTROY WHEN OBSOLETE OR SUPERSEDED. [GRS 1-27 (92)]
PASR	B. <u>STANDARDS OF CONDUCT COUNSELLING CASE FILES - NASA 10 SCCF</u>	
	Current, former, and prospective NASA employees, who have sought advice or have been counselled regarding conflict of interest requirements for government employees. Files could include, depending upon the nature of the problem, information collected on employment history, financial data, and information concerning family matters.	RECORDS ARE RETAINED AT NASA HEADQUARTERS. DESTROY WHEN 6 YEARS OLD.
134 [1900]	FINANCIAL DISCLOSURE REPORTS	
(N 15-41)	A. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (PL 95-521).	
	1. Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.	DESTROY 1 YEAR AFTER NOMINEE CEASES TO BE UNDER CONSIDERATION FOR APPOINTMENT; EXCEPT THAT DOCUMENTS NEEDED IN AN ONGOING INVESTIGATION WILL BE RETAINED UNTIL NO LONGER NEEDED IN THE INVESTIGATION. [GRS 1-24a(1) (92)]

withdawn

SCHEDULE 1

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
134 [1900]	CONTINUED: FINANCIAL DISCLOSURE REPORTS 2. All other records including SF 278. B. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222.	DESTROY WHEN 6 YEARS OLD; <u>EXCEPT THAT DOCUMENTS NEEDED</u> <u>IN AN ON-GOING INVESTIGATION</u> <u>WILL BE RETAINED UNTIL NO</u> <u>LONGER NEEDED IN THE</u> <u>INVESTIGATION.</u> [GRS 1-24a(2) (92)] SEE DISPOSITION CITED ABOVE. [GRS 1-24b (92)]
135 [1900] (N 12-1)	INSPECTION REPORT FILES Case files of investigations and inspection reports and related papers on NASA personnel or private concerns having relationships with NASA relating to alleged violations of standards of conduct, regulations, or of Federal criminal law.	RETIRE TO FRC AFTER CASE IS CLOSED. DESTROY WHEN 30 YEARS OLD.

136	RECORDS NOT COVERED ELSEWHERE IN THIS HANDBOOK.	SUBMIT NASA FORM 1418, "PROPOSED CHANGE TO NASA RECORDS CONTROL SCHEDULES," TO INSTALLATION RECORDS MANAGER FOR SUBMISSION TO THE NASA RECORDS OFFICER FOR PROCESSING.
137 [1440]	REJECTED RECORD OFFERS Records offered to the National Archives and Records Administration but appraised as lacking sufficient research or other value to warrant permanent retention or records that do not require a SF 115. CONTACT INSTALLATION RECORDS MANAGER OR THE AGENCY RECORDS OFFICER FOR MORE INFORMATION ON THIS PROCESS.	SEE 36 CFR, SECTION 1228.60, FOR POSSIBLE DONATION; OR DESTROY IMMEDIATELY IF RECORDS ARE NOT WANTED.

END OF SCHEDULE

NASA RECORDS RETENTION SCHEDULE 2

LEGAL AND TECHNICAL 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.

LEGAL

The records described in Schedule 2, pertain to the management and operation of NASA's legal and patent functions. They are created and accumulated by organizations that have management control or formulate and prescribe legal or patent policies and procedures, and by activities and offices applying these procedures. This schedule describes the pertinent categories and specifies the retention period and dispositions for each.

TECHNICAL

In addition, Schedule 2, also includes records that pertain to the management and operation of NASA's scientific and technical information programs, including the technology utilization offices. These records include the published formal series of scientific and technical information, the routine operating procedures which include sending the contracting officer a copy of all correspondence with the contractor pertaining to contract administration, and the patent counsel copies of reportable items and data, and all correspondence relevant to innovations and potentially patentable inventions.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

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RETENTION

~~1~~
~~[2000]~~
~~(N 2-7)~~

~~FEDERAL PERSONNEL SURETY BOND FILES~~

~~A. Official copies of the bond and attached powers of attorney.~~

- ~~1. Bonds purchased before January 1, 1956.~~
- ~~2. Bonds purchased after December 31, 1955.~~

~~DESTROY 15 YEARS AFTER BOND BECOMES INACTIVE.
[GRS 6-6a(1) (88)]~~

~~DESTROY 15 YEARS AFTER THE END OF THE BOND PREMIUM PERIOD.
[GRS 6-6a(2) (88)]~~

~~B. Other bond files, including other copies of bonds and related papers.~~

~~DESTROY WHEN BOND BECOMES INACTIVE OR AFTER THE END OF THE BOND PREMIUM PERIOD
[GRS 6-6b (88)]~~

~~(N 13-6)~~

~~C. Surety bond review files and documents relating to the review of the legal sufficiency of surety bonds.~~

~~DESTROY WHEN 5 YEARS OLD~~

~~2~~
~~[2000]~~
~~(N 13-9)~~

~~PATENT FILES - new~~

~~A. PATENT SOLICITATION CASE FILES~~

~~Files may include but are not limited to the following records, including invention disclosures (whether patented or not) received by NASA via another agency through a contract.~~

- ~~1. Files for specific invention disclosures for which no patent application was filed.~~
- ~~2. File for specific invention disclosures for which patent application was filed.~~
- ~~3. Soliciting instructions to installations regarding procedures for soliciting.~~

~~RETIRE TO FRC 6 MONTHS AFTER CASE IS INACTIVE.
DESTROY WHEN 10 YEARS OLD~~

~~RETIRE TO FRC 6 MONTHS AFTER PATENT IS ISSUED. DESTROY WHEN 20 YEARS OLD.~~

~~DESTROY WHEN 1 YEAR OLD.~~

~~B. DETERMINATION OF RIGHTS to Employee Inventions, including documents pertaining to Executive Order 10096, et seq.~~

~~RETIRE TO FRC 6 MONTHS AFTER CASE IS INACTIVE OR 6 MONTHS AFTER PATENT IS ISSUED. DESTROY WHEN 25 YEARS OLD.~~

~~(N 13-13)~~

~~C. ASSISTANCE TO OTHER AGENCIES ON PATENTS.~~

~~Files include legal assistance given to other agencies on patent matters.~~

~~RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD.~~

~~D. PATENT-SOLICITING INSTRUCTIONS TO JPL regarding solicitation procedures.~~

~~DESTROY WHEN 1 YEAR OLD.~~

~~E. ALL OTHER OFFICES/COPIES.~~

~~DESTROY WHEN OBSOLETE OR SUPERSEDED.~~

SCHEDULE 2

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

ITEM <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM RETENTION</u>
3 [2070] (N 13-3) <i>withdrawn</i>	LEGAL OPINION/ADVICE FILES - <i>change</i> Documents reflecting legal opinions/advice, or legal research memos, incident to the interpretation of statutes (ethics), regulations, and other legal matters concerning NASA. This record series can, or may include legal opinions or client advice. A. <u>PAPER DOCUMENTS</u> B. <u>ELECTRONIC MEDIA</u> - Headquarters Only, Office of General Counsel	RETIRE TO FRC WHEN NO LONGER NEEDED FOR REFERENCE. DESTROY WHEN 50 YEARS OLD. MAINTAIN ELECTRONIC MEDIA DATABASE UNTIL NO LONGER NEEDED FOR REFERENCE, DESTROY PAPER COPIES OF ELECTRONIC VERSION IMMEDIATELY.
4 [2080] (N 13-1)	CLAIMS FILES Case files relating to claims in favor of, or against, the Government for damage, loss, or destruction of property, and for personal injury or death resulting from negligence or wrongful acts or omissions of acts. Included, but not limited to, are tort claims (2 yr. statute of limitation), maritime claims, foreign claims, international treaties, Space Act claims, and personal property claims. A. <u>SPECIAL MASTER CLAIMS</u> Claims established when many claims result from a single accident, incident, or disaster. B. <u>ROUTINE ALLOWED OR DISALLOWED CLAIMS</u> 1. Claims involving personal injury or a minor. 2. All other claims. C. <u>REPORTS</u> 1. Investigative Documents accumulated from investigating accidents and incidents which could, but do not, result in the filing of a claim. 2. Miscellaneous Claims reports consisting of statistical, fiscal, and related reports on the disposition of claims.	RETIRE TO FRC 2 YEARS AFTER FINAL ACTION ON CASE. DESTROY WHEN 28 YEARS OLD. RETIRE TO FRC 2 YEARS AFTER FINAL ACTION ON THE CASE DESTROY WHEN 28 YEARS OLD. RETIRE TO FRC 2 YEARS AFTER FINAL ACTION ON CASE. DESTROY WHEN 8 YEARS OLD RETIRE TO FRC ON EXPIRATION OF PERTINENT STATUTORY PERIOD FOR FILING A CLAIM. DESTROY 5 YEARS AFTER EXPIRATION OF PERTINENT STATUTORY PERIOD. DESTROY WHEN 2 YEARS OLD.
(N 13-4)	1. Investigative Documents accumulated from investigating accidents and incidents which could, but do not, result in the filing of a claim.	RETIRE TO FRC ON EXPIRATION OF PERTINENT STATUTORY PERIOD FOR FILING A CLAIM. DESTROY 5 YEARS AFTER EXPIRATION OF PERTINENT STATUTORY PERIOD.
(N 13-5)	2. Miscellaneous Claims reports consisting of statistical, fiscal, and related reports on the disposition of claims.	DESTROY WHEN 2 YEARS OLD.

ITEM
[UF]#1

DESCRIPTION OF RECORD SERIES

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RETENTION

- | | | |
|--|--|--|
| <p>5
[2084]
(N 13-23)</p> | <p>ADMINISTRATIVE AND COURT LITIGATION CASES INVOLVING NASA - change</p> <p>Files of cases including, but not limited to, complaint answer, motions, discovery, transcript of proceedings, trial exhibits and briefs in support of the parties' positions, together with the working papers of the attorney handling the case.</p> | <p>RETIRE TO FRC 2 YEARS AFTER YEAR IN WHICH COURT RENDERS ITS FINAL DECISION OR THE YEAR IN WHICH THE CASE IS SETTLED. DESTROY 20 YEARS AFTER FINAL DECISION OR CASE IS SETTLED.</p> |
| <p>6
[2100]</p> | <p>SMALL BUSINESS INNOVATIVE RESEARCH (SBIR) - new</p> <p>These are files that are maintained by the Technology Utilization Office Office at Field Installations of solicited proposals. NASA typically announces to small business entities what areas of interest and/or research monies are available for possible performance. Small businesses send in proposals to NASA in the subject areas for review and evaluation. These files are kept in the sequence of phases required under the SBA regulations.</p> <p>A. <u>PHASE I - SELECTED PROPOSALS</u></p> <p>Winning proposals, scores, evaluations, recommendations, and selected proposals which are funded.</p> <p>B. <u>PHASE I - NOT SELECTED</u></p> <p>Proposals not selected for funding</p> <p>C. <u>PHASE II - FUNDED PROPOSALS</u></p> <p>Original proposals, evaluation sheets, recommendations, and selection sheets.</p> <p>D. <u>PHASE II - NOT FUNDED</u></p> <p>Proposals no selected for funding (Phase II only--but selected during during Phase I process).</p> <p>E. <u>NASA HEADQUARTERS - OPR</u></p> <p>These records include both Phase I and II proposals, and are microfiched in their entirety.</p> <p>F. <u>MICROFICHE</u>
(Item E. Above)</p> | <p>RETAIN AND INCORPORATE INTO PHASE II CASE FILES.</p> <p>DESTROY PROPOSALS NOT FUNDED ONE YEAR AFTER COMPLETION OF END OF PHASE I.</p> <p>DESTROY FUNDED PHASE II FILES 3 YEARS AFTER THE END, TERMINATION, OR COMPLETION OF PHASE II.</p> <p>DESTROY UNFUNDED PHASE II PROPOSALS ONE YEAR AFTER THE SELECTION ANNOUNCEMENT OF PHASE II.</p> <p>DESTROY PAPER RECORDS AFTER MICROFICHING.</p> <p>DESTROY MICROFICHE WHEN 10 YEARS OLD.</p> |

SCHEDULE 2

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
7 [2100] (N 23-5)	TECHNOLOGY UTILIZATION FILES - <i>change</i> A. <u>PUBLICATION ORDERS, MEMORANDA, AND REPORTS FILES</u> Orders, memoranda, and reports between the Technology Utilization Office and the Scientific and Technical Information Office, relating to the use of STI's services. (This includes files created both by Headquarters and Field Installations.)	DESTROY WHEN 2 YEARS OLD.
	B. <u>TU CONFERENCE PROCEEDINGS (ANNUAL) (HQ ONLY)</u> Finished published conference proceedings maintained and located at at CASI (Center for AeroSpace Information). (Office of Primary Responsibility - NASA Headquarters, Code C)	* PERMANENT * TRANSFER TO NARA IN 10 YEAR BLOCKS WHEN 30 YEARS OLD.
(N 23-6)	C. <u>TU CLIPPING FILE</u> (Maintained at CASI - Center for AeroSpace Information) Files of articles appearing in technical and trade magazines on the NASA TU Program (including current and after-the-fact articles), and the transfer of space technology to private industry.	
	1. Clippings with no value (including those that do not directly relate to a specific project/program).	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.
	2. Clippings of TU that have value and are related to a project/ program.	PLACE CLIPPING IN SPINOFF CASE SEE ITEM I. OF THIS SCHEDULE
	3. JPL ONLY: OPR	RETIRE TO LOCAL RECORDS STORAGE WHEN 1 YEAR OLD. TRANSFER TO JPL ARCHIVES WHEN 10 YEARS OLD. DESTROY WHEN NO LONGER NEEDED.
	4. All other office/copies.	DESTROY WHEN NO LONGER NEEDED OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER.
[2130] (N 23-7)	D. <u>TECHNICAL BRIEFS (TECH BRIEF)</u> Office which originated the publication (OPR):	
	1. Headquarters: One record copy of each publication, including abstract, as located at CASI (NASA's Center for AeroSpace Information).	* PERMANENT * RETIRE TO FRC 5 YEARS AFTER PUBLICATION. TRANSFER TO NARA WHEN 20 YEARS OLD.
	2. Installations: Innovator's working papers (including patent) relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, together with related showing inception, scope, and background.	RETIRE TO FRC AT THE SAME TIME AS THE RELATED CASE FILES. DESTROY WHEN 10 YEARS OLD.
	3. All other offices/copies.	DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 5 YEARS OLD.

SCHEDULE 2

ITEM [UFI#]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
7	CONTINUED: TECHNOLOGY UTILIZATION FILES	
[2130]	E. TECHNICAL SUPPORT PACKAGE (TSP) FILES	
(N 23-3)	TSP files typically consist of basic technology that has not yet been transferred to a working/private-public organization. Files consist of a collection of technical documentation related to and describing aspects of the innovation reported in a NASA Tech Brief (Item D. above) including reproducible master copy (if any) and exclusive of duplicated copies of the TSP (if this is a patent, it is the basic documentation).	* PERMANENT * RETIRE TO FRC WHEN 5 YEARS OLD, TRANSFER TO NARA WHEN 20 YEARS OLD. Destroy when 10 years old.
[2131]	F. TU DISSEMINATION FILES	
(N 23-4)	Preliminary, progress, and final reports of publications prepared or issued by contractors operating a Regional Technology Transfer Center (RTTC); COSMIC; or TAC, in cooperation with NASA and other contractors assisting the Technology Utilization Program dissemination efforts, and related correspondence.	
	1. Headquarters - TU Office/Program	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD.
	2. All other offices/copies.	DESTROY WHEN 2 YEARS OLD.
[2170]	G. NEW TECHNOLOGY FILES	
(N 23-2)	1. REPORTS	
	These are new technology reports submitted to Technology Utilization Offices by in-house personnel or by contractors in accordance with the provisions of the contract's new technology clause (an annual report).	RETIRE TO FRC 3 YEARS AFTER RECEIVED. DESTROY WHEN 5 YEARS OLD.
	(a) HQ and all other NASA installations.	SEE DISPOSITION ABOVE
	(b) JPL ONLY	RETIRE TO LOCAL RECORDS STORAGE 3 YEARS AFTER RECEIVED. TRANSFER TO JPL ARCHIVES WHEN 10 YEARS OLD. DESTROY WHEN NO LONGER NEEDED. THESE RECORDS CANNOT BE RETIRED TO AN FRC.
(N 23-1)	2. CONTRACT ADMINISTRATION OF CLAUSE	
	Correspondence and documents, including copies of contracts, pertaining to administration of the new technology clause in contracts, especially to reporting and processing of innovations required to be reported.	RETIRE TO FRC 1 YEAR AFTER CONTRACT CLOSEOUT. DESTROY 10 YEARS AFTER FINAL PAYMENT OR CLOSEOUT, WHICHEVER IS SOONER.
	* GSFC ONLY - This item applies to the Patent Office.	
	* HQ and all other NASA installations.	

SCHEDULE 2

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

7
[2170]

CONTINUED: TECHNOLOGY UTILIZATION FILES

H. TU APPLICATIONS FILES

1. APPLICATION TEAM

Reports, correspondence, minutes of meetings, etc. produced by the application team in identifying public sector opportunities for adaptive engineering.

RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD.

2. APPLICATION ENGINEERING PROJECT CASE FILES

These files are maintained by the Program Manager who is located at NASA HQ, Code C, and consist of RTOP summaries, interim reports; and summaries in narrative format.
[SEE NOTE 1]

RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD.

I. SPINOFF FILES

1. SPINOFF CASE FILE

Files are maintained by year and consist of research files which contain clippings, correspondence with companies, product literature, and interview notes and any other similar documentation or related materials.

RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 20 YEARS OLD.

2. SPINOFF PUBLICATION

A. 1976 - 1990

One original finished/published document.

* PERMANENT *
TRANSFER TO NARA AS CITED BELOW:

- * 1976 - 1986
- * 1987 - 1990

TRANSFER JANUARY 1, 1997.
TRANSFER JANUARY 1, 2000.

B. 1991 - Continuing

* PERMANENT *
TRANSFER ONE COPY ANNUALLY TO NARA.

NOTE₁: Case files ^{that} are located at the respective lead installation and should be retired under Schedule 8, R&D Project Case Files as a PERMANENT record series.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

8
[2220]
(N 1-28)

SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS - *change*

A. PUBLICATIONS AND MATERIALS MAINTAINED BY OPR

Published and processed documents prepared by NASA, such as technical reports, historical volumes, and informational materials.

1. The office of primary responsibility will maintain one copy of each published or processed document together with related background papers reflecting a basis for the issuance or that contribute to the content of the publication, including coordination papers and comments.
[SEE NOTE₁]

RETIRE TO FRC AT END OF FISCAL YEAR IN WHICH DOCUMENT IS PUBLISHED. DESTROY WHEN 10 YEARS OLD.

- ~~2. Working papers such as notes, rough drafts, background reports, and other such papers (exclusive of those described under Item 1.)~~

~~DESTROY 1 YEAR AFTER DOCUMENT IS PUBLISHED. [GRS 88 RESND (16-10)]~~

- ~~3. All other offices/printed copies.~~

~~DESTROY WHEN REFERENCE VALUE CEASES~~

B. PUBLICATIONS AND MATERIALS NOT HELD AT CASI (CENTER FOR AEROSPACE INFORMATION)

Record copy if maintained in duplicating or distribution unit, i.e., Education Office; Public Affairs; Mission Office(s), of each pamphlet, report, leaflet, ~~brochure~~, poster, chart, booklet, regulation or similar or other published or processed documents, or the last manuscript report if not published.

1. Record copy with the supporting papers which document the inception, scope, and purpose. (This item does not cover copies and related material retained in originating office.)

* PERMANENT *
~~RETIRE TO FRC WHEN 3 YEARS OLD. TRANSFER TO NARA WHEN 10 YEARS OLD. [GRS 88 RESND (13-1)]~~

2. All other office/copies.

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

CF 11/28/94

NOTE₁: It is the responsibility of the OPR to send/submit one record copy to CASI. See Sub-element C. of this Item.

SCHEDULE 2

ITEM
[UFI #1]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

8
[2220]
(N 23-7)

SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS

C. PUBLICATIONS AND MATERIALS HELD/MAINTAINED AT CASI

Record copy of scientific and technical publications, such as Technology Surveys, Technical Reports, Technical Notes, Technical Memoranda, Contractor Reports, and Special Publications. These are examples only and records should not be limited to this selection.

See attached revision

1. Office of primary responsibility (CASI).

(a) Microfiche copies

(1) MASTER

One silver original and one diazo copy.
(Starting - Post 1993)

* PERMANENT *
TRANSFER TO NARA WHEN 1 YEAR
OLD.

(2) ALL OTHER COPIES

DESTROY WHEN NO LONGER
NEEDED OR WHEN REFERENCE
VALUE CEASES.

(b) Paper copy.

(1) Pre-1958

DISPOSITION NOT AUTHORIZED AT
THIS TIME.

(2) 1958 - 1993

* PERMANENT *
TRANSFER TO NARA WHEN
MICROFILMED OR WHEN 50 YEARS
OLD, WHICHEVER IS SOONER.

(3) 1993 - Continuing

SEE ITEM (a) ABOVE FOR
AUTHORIZED DISPOSITION.

Chapter 2

Item 8 continued: Scientific and Technical Information Publications and Materials

8C. PUBLICATIONS AT CASI

1. *Paper Records*

(a) Paper copies dated pre-1958

Permanent. A separate SF 115 must be submitted to NARA after completion of comprehensive inventory in FY 1996.

(b) Paper copies dated 1958 - 1978 that have not been microfilmed.

Permanent. Transfer to NARA when 25 years old (2003) or sooner.

(c) Paper copies dated 1979 - 1993 that have not been microfilmed.

Permanent. Transfer to NARA when 10 years old (2003) or sooner.

(d) Paper copies dated 1994 to present that have not been microfilmed.

Permanent. Transfer to NARA when 1 year old.

(e) Paper copies that have been microfilmed dated 1958 to present.

Destroy (after verification of microfilm) when no longer needed for reference or when 60 years old, whichever is sooner. Records cannot be retired to FRC.

2. *Microfiche Records*

(a) Microfiche silver master and one diazo copy dated 1958 to present.

Permanent. Transfer to NARA in 1 year after filming.

(b) All other copies.

Destroy when no longer needed. Records cannot be retired to FRC.

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CONTINUED: S&T INFORMATION PUBLICATIONS AND MATERIALS

D. DOCUMENT AVAILABILITY AUTHORIZATION (DAA) RECORDS

1. Papers submitted for approval of and released through scientific and technical organizations EXTERNAL to NASA.

- (a) Documentation consists of the original paperwork submitted for each paper:

- * FF427, "NASA Scientific and Technical Document Availability Authorization (DAA)";
- * Abstract of the paper cited on the FF427;

DESTROY 2 YEARS AFTER MEETING OR PUBLICATION DATE CITED ON THE FF427 (DAA FORM) OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.

JSC ONLY

In addition to the above documentation, JSC authors are required to provide:

- * JSC Form 548, "Approval and Funding for Technical Presentations, Technical Papers, and Journal Articles for External Audiences"

- (b) All other copies/installations.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.

2. Papers submitted for publication in the NASA Scientific and Technical Reports Series.

- (a) Records document both installation and NASA Headquarters approval of reports by civil servant and contractor authors for publication in the NASA STI Report Series. Documentation consists of:

- * FF427 (DAA);
- * Report Documentation Page (SF 298); or an Abstract of; or, an Introduction to the Report;

DESTROY NO LATER THAN 5 YEARS AFTER DATE OF PUBLICATION OR WHEN 6 YEARS OLD, WHICHEVER IS SOONER.

JSC ONLY

In addition to the above, JSC authors (as opposed to a contractor author) are required to provide:

- * JSC Form 155, "Processing Scientific & Technical Publications."

- (b) All other copies/installations.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.

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CONTINUED: S&T INFORMATION PUBLICATIONS AND MATERIALS

E. AUTHOR'S FILES/RECORDS

1. AUTHOR'S WORKING PAPERS

Working papers relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, and related papers.

DESTROY WHEN 15 YEARS OLD.

2. SPECIAL AUTHOR FILES (LeRC)

(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.

DESTROY WHEN 2 YEARS OLD.

(b) Camera-ready copy of text and figures and related negatives, supporting papers which document the inception, scope, and purpose, including editorial notes.

DESTROY 20 YEARS AFTER SEPARATION, TRANSFER, OR TERMINATION OF EMPLOYEE.

F. EDITED MANUSCRIPT FILES

1. HQ STI FILES (Code J)

(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each publication.

~~TRANSFER TO FRC WITHIN 6 MONTHS AFTER DOCUMENT IS PUBLISHED. DESTROY WHEN 2 YEARS OLD.~~

(b) Camera-ready copy of Special publications, including original art, figures, cover design, and title page.

TRANSFER TO FRC 6 MONTHS AFTER DOCUMENT IS PUBLISHED. DESTROY WHEN 3 YEARS OLD.

2. E-FILES (LeRC STI FILES)

(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.

(1) 1981-1983

DESTROY JANUARY ~~1995~~ 1996

(2) 1984-1989

DESTROY JANUARY ~~1996~~ 1997

(3) 1990-1993

DESTROY JANUARY ~~1997~~ 1998

(4) 1994 and Continuing.

DESTROY WHEN 2 YEARS OLD.

(b) Camera-ready copy of text, figures, related negatives, and, supporting papers which document the inception, scope, and purpose, including editorial notes.

(1) 1981-1983

DESTROY JANUARY ~~1995~~ 1996

(2) 1984-1989

DESTROY JANUARY 1999.

(3) 1990-1993

DESTROY JANUARY 2003.

(4) 1994 and Continuing.

DESTROY WHEN 10 YEARS OLD.

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(N 23-8)

CONTINUED: S&T INFORMATION PUBLICATIONS AND MATERIALS

G. OTHER STI PUBLICATION FILES

- | | |
|--|--|
| 1. Other locally published reports NOT included in the "formal" series list above. | DESTROY WHEN REFERENCE VALUE CEASES. |
| 2. LEWIS - Locally published Reports NOT included in FORMAL series. | |
| (a) B-FILES | |
| (1) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report. | DESTROY 2 YEARS AFTER PUBLICATION. |
| (2) Camera-ready copy of text, figures, related negatives, and supporting papers, which document the inception, scope, and purpose, including editorial notes. | DESTROY WHEN 10 YEARS OLD |
| (b) RECURRING B-FILES | |
| (1) See Description in a (1) above. | DESTROY 2 YEARS AFTER PROGRAM TERMINATION, CANCELLATION, COMPLETION, UPON FACILITY CLOSURE, OR WHEN 5 YEARS OLD, WHICHEVER IS LATER. |
| (2) See Description in a (2) above. | DESTROY 10 YEARS AFTER PROGRAM TERMINATION, CANCELLATION, COMPLETION, UPON FACILITY CLOSURE, OR WHEN 15 YEARS OLD, WHICHEVER IS LATER. |
| (c) PROJECT-RELATED FILES | |
| (1) See Description in a (1) above. | DESTROY 2 YEARS AFTER PROJECT TERMINATION, CANCELLATION, OR COMPLETION. |
| (2) See Description in a.(2) above. | DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. |
| H. <u>ALL OTHER OFFICES/COPIES</u> | DESTROY WHEN REFERENCE VALUE CEASES OR WHEN NO LONGER NEEDED. |

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DESCRIPTION OF RECORD SERIES

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[2220]

~~STI DATABASE ACCESSION SERIES - ELECTRONIC - new~~

See attached revision.

~~A. STAR, IAA, LSTAR, CSTAR~~

~~These files consist of documentation and material related to the STI data bases: Scientific and Technical Aerospace Reports (STAR), International Aerospace Abstracts (IAA), Limited Scientific and Technical Aerospace Reports (LSTAR). These are the on-line bibliographic files to the NASA STI accessioned series.~~

~~* PERMANENT *
PRODUCE IN TAPE FORMAT AND
TRANSFER TO NARA EVERY 5
YEARS.~~

~~B. RECON/ARIN~~

~~RECON, ARIN, or any other library management or bibliographic information system currently supporting CASI or any other NASA libraries, or any that will be developed EXCLUDING full text or image.
[SEE NOTE₁]~~

~~DESTROY WHEN REFERENCE VALUE
OR AGENCY NEED CEASES, OR
WHEN NO LONGER NEEDED
WHICHEVER IS LATER.
[GRS 20-9 (93)]~~

~~10
[2240]~~

~~FINDING AIDS - LIBRARY~~

~~(N 19-14)~~

~~Finding aids for identification, retrieval, or use of records.~~

~~DISPOSE OF ACCORDING TO THE
INSTRUCTIONS COVERING THE
RELATED RECORDS.~~

NOTE₁: *This is restricted to NASA only and does not include other organizations full-text databases, i.e., on-line newspapers, or reference documents.*

Schedule 2

Item 9: STI DATABASE ACCESSION SERIES - ELECTRONIC

A. Star, Star Alternate File, Lstar, Lstar Alternate File

These files consist of documentation and material related to the STI data bases: Scientific and Technical Aerospace Reports (STAR), Limited Scientific and Technical Aerospace Reports (LSTAR). These are the on-line bibliographic files to the NASA STI accessioned series.

Permanent. Produce in tape format and transfer to NARA every 5 years, beginning in 1995.

~~B. Recon/Arin~~

~~RECON, ARIN, or any other library management or bibliographic information system currently supporting CASI or any other NARA libraries, or any that will be developed EXCLUDING full text or image. (This is restricted to NASA only and does not include other organizations full-text databases, i.e., on-line newspapers, or reference documents.)~~

~~Destroy when reference value or agency need ceases, or when 20 years old, whichever is later. [GRS 20-9 (93)]~~

C. IAA and IAA Alternate File

These files consist of electronic records and documentation related to the STI databases. International aerospace abstracts (IAA), and IAA Aleternate File.

Destroy when reference value or agency need ceases.

ITEM
[UFI#]DESCRIPTION OF RECORD SERIESMINIMUM
RETENTION~~11 MANAGEMENT PROJECT FILES~~~~[2300]
(N 1-31)~~~~Surveys, analytical studies, background papers, notes, data, interim reports, final reports, and relating papers pertaining to administrative functions; e.g., appraisal of microfilming proposals, evaluating need of additional filing equipment, reviewing utilization of office machinery, etc.~~~~TRANSFER TO FRC 3 YEARS
AFTER COMPLETION OR
TERMINATION OF PROJECT.
DESTROY WHEN 7 YEARS OLD.~~12 IRM (INFORMATION RESOURCES MANAGEMENT) FILES - new
[2310]A. IRM FILES - GENERAL

Records in this series consist of correspondence, feeder reports that are summarized into other reports, background documentation, or other related materials.

DESTROY WHEN NO LONGER
NEEDED OR WHEN 3 YEARS
OLD, WHICHEVER IS SOONER.B. SELF-ASSESSMENTS

NASA Annual self-assessment documentation concerning reviews of IRM policy compliance, responsibilities, and practices. Included are associated correspondence, directives, guides, surveys, studies, summary reports, actions plans and progress reports, and major information system inventories.

1. Headquarters

(a) Summary reports as submitted by Installation.

DESTROY WHEN 7 YEARS OLD.

(b) Agency level summary reports as prepared by OPR.

DESTROY WHEN 7 YEARS OLD.

2. Installations

(a) Reports submitted to Headquarters on self-assessments.

DESTROY WHEN 8 YEARS OLD.

(b) OPR responsible for preparing and submitting reports to Headquarters, including background data used for summary report.

DESTROY WHEN 8 YEARS OLD.

~~C. TRIENNIAL REVIEW FILES~~~~Reports and compliance certifications required by General Services Administration (GSA) concerning reviews of IRM practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.~~

1. Headquarters - OPR

~~DESTROY WHEN 7 YEARS OLD.
[GRS 16-11 (92)]~~

2. Installations - OPR

~~DESTROY WHEN 7 YEARS OLD.
[GRS 16-11 (92)]~~

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[UFI #]

DESCRIPTION OF RECORD SERIES

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[2310]

IRM FILES CONTINUED:

D. IRM LONG-RANGE PLANS/REPORTS

Documents involving the establishment of schedules to achieve NASA's long range IRM objectives, the formulation of new concepts and requirements in IRM for planning purposes and similar matters. Included are IRM long range plans, forecasts, reports, documents reflecting the evolution of these plans/forecasts, and documents contributing to the development of such plans or forecasts.

1. OPR - NASA Headquarters (Code JTD)
(Documentation may include but is not limited to the IRM L-R Plan Call Letter; incoming documentation from the contributing office; incoming external documents.)

DESTROY BACKUP
DOCUMENTATION 1 YEAR AFTER
COMPLETION OF THE IRM LONG
RANGE PLAN. RETAIN FINAL IRM L-
R PLAN ON-SITE FOR 10 YEARS AND
THEN DESTROY.

2. Contributing Offices (Headquarters and field installations)

DESTROY WHEN 3 YEARS OLD OR
WHEN SUPERCEDED, WHICHEVER
IS SOONER.

3. All other office/copies.

DESTROY WHEN NO LONGER
NEEDED OR WHEN 2 YEARS OLD,
WHICHEVER IS SOONER.

E. IRM STRATEGIC PLAN (5 Year Plan/Updated Annually)

Records consist of IRM strategies that are common to NASA that support the Agencies missions and goals by providing agencywide perspectives and directions for NASA's IRM-related program initiatives. The plan includes IRM goals and objectives, key milestones within a three-to-five year timeframe that defines the contribution of information resources to the accomplishment of NASA's missions. Records include but are not limited to. Meeting minutes; IRM documentation, final publication or proposed "Strategic Plan"

1. OPR - NASA Headquarters
2. Contributing Office (Headquarters and field installations).
3. All other office/copies

RETAIN ON-SITE AND DESTROY
WHEN 10 YEARS OLD

RETAIN ON-SITE AND DESTROY
WHEN 6 YEARS OLD.

DESTROY WHEN NO LONGER
NEEDED FOR REFERENCE, OR
WHEN 3 YEARS OLD, WHICHEVER IS
LONGER.

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[UF1#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

12
[2310]

IRM FILES CONTINUED:

F. OMB BULLETINS (IRM PLANS - ANNUAL)

Documentation consists of OMB Bulletins, background material, supporting documentation and information which may include but are not limited to records concerning: security; ICB (Information Collection Budget); Long-Range Plan Strategic Overview; Telecommunication Plan; etc.

1. OPR - NASA Headquarters
2. Contributing Office (Headquarters and field installations), and all other offices/copies.

RETAIN ON-SITE AND DESTROY
WHEN 3 YEARS OLD.

DESTROY WHEN NO LONGER
NEEDED OR WHEN 2 YEARS OLD,
WHICHEVER IS SOONER.

SCHEDULE 2

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

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RETENTION

13
[2400]

AUTOMATED DATA PROCESSING (ADP) RECORDS - GENERAL

(N 27-1)

A. COMPUTER READABLE MEDIA - GENERAL

Electronic media created in the areas of accounting, inventories, budget, library type indices, administration, and are used in connection with the accumulation of operating and reporting data of activities.

IF PAPER RECORDS EXIST, AND THE ELECTRONIC MEDIA REPRESENTS A DUPLICATION, RELEASE MEDIA FOR REUSE NOT LATER THAN 30 DAYS AFTER THE NEED FOR IT HAS BEEN MET AND THAT IT WILL NOT BE REQUIRED FOR FURTHER USE.

IF PAPER RECORDS DO NOT EXIST, MAINTAIN DATA BASE AND RELEASE FOR REUSE WHEN 5 YEARS OLD
[GRS 23-1 (93)]

B WORD PROCESSING FILES - GENERAL

Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppies

1 When used to produce hard copy which is maintained in organized files.

DELETE WHEN NO LONGER NEEDED TO CREATE A HARD COPY
[GRS 23-2a (88)]

2. When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy providing that the hard copy has been authorized for destruction by the GRS or an approved SF 115

DELETE AFTER THE EXPIRATION OF THE RETENTION PERIOD AUTHORIZED FOR THE HARD COPY BY THE GRS OR AN APPROVED SF 115
[GRS 23-2b (88)]

C ADMINISTRATIVE DATA BASES

1. GENERAL

Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or an approved SF 115, if the hard copy records are maintained in organized files, and hard-copy printouts from these data bases created for short-term administrative purposes.

DELETE INFORMATION IN THE DATA BASE WHEN NO LONGER NEEDED
[GRS 23-3a (93)]

(N 27-9)

2. ADMINISTRATIVE COMPUTER SYSTEMS MEDIA

This series consists of administrative and/or financial programming software, and/or data that is used for day-to-day operations.

MEDIA IS BACKED-UP DAILY WITH STORAGE OF MEDIA ON-SITE FOR 2 WEEKS AND THEN RELEASED FOR REUSE IN THE COMPUTER OPERATIONS CENTER (BACKUP MEDIA ARE ROTATED AND MAINTAINED OFFSITE)
[GRS 23-3c (93)]

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

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RETENTION

13 CONTINUED: ADP RECORDS - GENERAL
[2400]

D. ELECTRONIC SPREADSHEETS

Spreadsheets that are recorded on electronic media, i.e., hard/floppy disks.

1. When used to produce hard copy which is maintained in organized files.
2. When maintained in electronic form only.

DELETE WHEN NO LONGER NEEDED TO UPDATE OR PRODUCE A HARD COPY.
[GRS 23-4a (88)]

DELETE AFTER THE EXPIRATION OF THE RETENTION PERIOD AUTHORIZED FOR THE HARD COPY. IF THE ELECTRONIC VERSION REPLACES HARD COPY RECORDS WITH DIFFERING RETENTION PERIODS, AND AGENCY SOFTWARE DOES NOT READILY PERMIT SELECTIVE DELETION, DELETE AFTER THE LONGEST RETENTION PERIOD HAS EXPIRED.
[GRS 23-4b (88)]

14 AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES - new
[2410]
(N 1-43)

A. ANNUAL ADP PLANS

Developed by the installations, these plans are submitted to the Information Resources Management Policy Office (Code JTD) at Headquarters for review. The plan is consolidated into a summary report and used for active reference.

1. Office of functional responsibility (NASA HQ).
2. All other offices/copies.

RETIRE TO FRC 5 YEARS AFTER THE YEAR TO WHICH THE PLANS PERTAIN DESTROY WHEN 10 YEARS OLD

DESTROY WHEN ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD, WHICHEVER IS LATER

B. SECURITY PLANS

In accordance with the Computer Security Act of 1987 (P L. 100-235) annual plans are required to be prepared and submitted to NIST and NSA for comment regarding computer systems that are identified containing sensitive information. Each system plan includes a basic description of the purpose, environment, and sensitivity of the system and the security measures intended to protect the system and its data. Plans are not statements of agency security policy. They indicate security requirements and how the agency intends to meet those requirements.

1. Office of functional responsibility (NASA HQ).
(NOTE. This is agency-wide responsibility)
2. Installations and all other offices/copies.

RETIRE TO FRC 3 YEARS AFTER YEAR TO WHICH PLAN PERTAINS. DESTROY WHEN 10 YEARS OLD

DESTROY WHEN ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD, WHICHEVER IS LATER

SCHEDULE 2

ITEM
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DESCRIPTION OF RECORD SERIES

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RETENTION

14 CONTINUED: ADP RECORDS/FILES

[2410]
(N 27-7)
(N 27-1(78))

C. PROGRAMS - SYSTEMS

Original programs, computer media, and documents containing definitions of the system(s) including functional requirements, data requirements, system/subsystem specifications, requests for the system, and authorizing directives.

1. For a disapproved proposed system.

RETIRE TO FRC 1 YEAR AFTER FINAL ACTION. DESTROY 10 YEARS AFTER FINAL ACTION. [GRS 20-12]

2. For an approved system for which all related computer readable data files are authorized for disposal.

RETIRE TO FRC 1 YEAR AFTER DISCONTINUANCE OF THE SYSTEM. DESTROY 10 YEARS AFTER DISCONTINUANCE. [GRS 20-12]

3. For an approved system for which any related computer readable data file is not authorized for disposal

RETAIN WITH RELATED DATA FILES. DESTROY IN ACCORDANCE WITH RELATED FILES.

(N 26-7) D. PROGRAMS AND DOCUMENTATION

Programs and documentation which include automatic records, run books, descriptions, flow charts, and source files

1. On-going programs.

DESTROY 1 YEAR AFTER MODIFICATION, REPLACEMENT, OR DISCONTINUANCE OF PROGRAM. RETIRE TO FRC WHEN 2 YEARS OLD IF NO MODIFICATION OR REPLACEMENT OCCURS DESTROY WHEN 12 YEARS OLD. [GRS 20-1a]

2. Terminated programs.

DESTROY 1 YEAR AFTER LAST USE UNLESS COGNIZANT OFFICE VERIFIES A NEED TO RETAIN THE RECORD LONGER. IF RETENTION IS REQUIRED, RETIRE TO FRC WHEN 1 YEAR OLD AND DESTROY WHEN 10 YEARS OLD. [GRS 20-1a]

3. Documentation - Data systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for disposal in an approved NASA records schedule, EXCLUDING documentation relating to any unscheduled master file or data base or relating to any master file or data base scheduled for transfer to NARA.

DESTROY OR DELETE WHEN SUPERSEDED OR OBSOLETE, OR UPON AUTHORIZED DESTRUCTION OF RELATED MASTER FILE OR DATA BASE [GRS 20-11a (89)]

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DESCRIPTION OF RECORD SERIES

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RETENTION

14
[2411] CONTINUED: ADP RECORDS/FILES

withdrawn

E. IRM-APR/DPA DOCUMENTATION (Agency Procurement Request/Delegation of Procurement Authority)

1. GENERAL POLICY FILES

General policy files contain information/documentation on agency policy for assigning staff responsibilities, changes in staff, and other related administrative matters concerning the handling and processing of APR/DPA's.

(a) OPR - NASA Headquarters

RETAIN ON-SITE AND DESTROY WHEN 8 YEARS OLD.

(b) All other office/copies.

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

2. NASA CASE FILES

Case files consist of documentation which includes, but is not limited to, Agency Procurement Request (APR); Delegation of Procurement Authority (DPA); FIP Resources Decision Document (FRDD); Justification for Other than Full and Open Competition (JOF OC); re-delegation of authority; management presentations; and, reports (6-month, annual, and contract award). This material documents the cradle to grave process for information resources acquisitions.

(a) OPR - NASA HEADQUARTERS

(1) Active APR Files

(i) If NO delegation authority is received.

SEE DISPOSITION INSTRUCTIONS IN

(ii) Delegation authority received.

SEE DISPOSITION INSTRUCTION IN (2) (i) OF THIS ITEM.

SCHEDULE 2

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

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RETENTION

14
[2411]

CONTINUED: APR RECORDS/FILES

2. CONTINUED: NASA CASE FILES

(a) OPR Continued:

(2) Delegation of Authority Files

(i) If APR/DPA process is completed.

SEE DISPOSITION INSTRUCTIONS IN

(ii) If program or request is cancelled or terminated prematurely.

SEE DISPOSITION INSTRUCTIONS IN
(3) (i) OF THIS ITEM.

(3) Contract Award Files

(i)

(ii)

(4) Expired, Cancelled, or Terminated Case Files

(i) PRIOR to contract award.

(ii) AFTER contract award.

(b) INSTALLATIONS

(1) Active APR Files

(i) If NO delegation authority is received.

(ii) Delegation authority received.

(2) Contract Award Files

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

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~~15
[2420]
(N 27-2)~~

COMPUTER/ELECTRONIC MEDIA - GENERAL

A. FILES TO CREATE, USE, OR MAINTAIN MASTER FILES

1. Electronic files created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.
2. Electronic files used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.
3. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.

DELETE/DESTROY WHEN NO LONGER NEEDED.
[GRS 20-1a (89)]

DELETE AFTER INFORMATION HAS BEEN TRANSFERRED TO THE MASTER FILE AND VERIFIED
[GRS 20-1b (89)]

DELETE/DESTROY WHEN NO LONGER NEEDED IN ACCORDANCE WITH SOUND BUSINESS PRACTICE AND AGENCY STANDARD OPERATING PROCEDURES
[GRS 20-1c (89)]

B. INPUT/SOURCE FILES

(N 27-8)

1. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as needed for signatures) and not previously scheduled for permanent retention.

DESTROY AFTER THE INFORMATION HAS BEEN CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED, OR WHEN NO LONGER NEEDED TO SUPPORT THE RECONSTRUCTION OF, OR SERVE AS THE BACKUP TO, THE MASTER FILE, WHICHEVER IS LATER.
[GRS 20-2a (89)]

2. Electronic records, except as noted in item B 3, entered into the system during an update process, and not required for audit or legal purposes

DELETE WHEN DATA HAVE BEEN ENTERED INTO THE MASTER FILE OR DATA BASE AND VERIFIED, OR WHEN NO LONGER REQUIRED TO SUPPORT RECONSTRUCTION OF, OR SERVE AS BACK-UP TO, A MASTER FILE OR DATA BASE, WHICHEVER IS LATER
[GRS 20-2b (89)]

3. Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreements, or records created by another agency in response to the the specific information needs of the receiving agency

DELETE WHEN DATA HAVE BEEN ENTERED INTO THE MASTER FILE OR DATA BASE AND VERIFIED, OR WHEN NO LONGER NEEDED TO SUPPORT RECONSTRUCTION OR, OR SERVE AS BACK UP TO, THE MASTER FILE OR DATA BASE, WHICHEVER IS LATER
[GRS 20-2c (89)]

(N 26-1)

4. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or data base.

DELETE AFTER THE NECESSARY DATA HAVE BEEN INCORPORATED INTO A MASTER
[GRS 20-2d (89)]

SCHEDULE 2

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

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~~15
[2420]~~

~~CONTINUED: COMPUTER/ELECTRONIC MEDIA - GENERAL~~

~~C. MASTER FILES (INTERIM AND FINAL)~~

~~(N 27-4)~~

- ~~1. Media containing detailed or summary transaction data cumulative through the last updating or merger process, or containing outstanding transaction items, or totals representing the current status of a record. Interim media are used as input to the next subsequent run that produces a new updated interim or final master.~~

~~RELEASE MEDIA FOR REUSE AFTER PREPARATION OF THIRD GENERATION. RELEASE. NO EARLIER THAN 6 MONTHS AFTER GENERATION OF PRECEDING INTERIM MEDIA.
[GRS 20-4]~~

~~(N 27-5)~~

- ~~2. Final master media containing detailed or summary data or cumulative transactions under a program, account, etc.~~

~~RELEASE FOR REUSE NO EARLIER THAN 6 MONTHS AFTER PREPARATION AND CLEARANCE OF REPORTS CONTAINING DATA ON THE MEDIA. [GRS 20-4]~~

- ~~3. Master files that relate to administrative functions and that:~~

- ~~• Replace, in whole or in part, administrative records scheduled for disposal under one or more items in Schedules 1 through 9, and,~~
- ~~• Consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates;~~

~~DELETE AFTER THE EXPIRATION OF THE RETENTION PERIOD AUTHORIZED FOR THE DISPOSABLE HARD COPY FILE OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER.
[GRS 20-3(a)&(b) (89)]~~

~~EXCLUDING those that replace or duplicate the following items:~~

- ~~• Schd. 1-111, 1-127; 1-126c;~~
- ~~• Schd. 2-19H;~~
- ~~• Schd. 3-1; 3-51b, 3-47a;~~

~~D. SUMMARIZED INFORMATION DATA FILES~~

~~Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under an approved item or is authorized for deletion by an approved disposition (SF 115).~~

~~DELETE WHEN NO LONGER NEEDED FOR CURRENT BUSINESS
[GRS 20-4 (89)]~~

~~The following data files may not be destroyed before securing NARA approval. Data files EXCLUDED from the above disposition are those that were created.~~

- ~~• To allow public access to the data, or~~
- ~~• From a master file or data base that is unscheduled, that was scheduled as permanent but no longer exists or can no longer be accessed.~~

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

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[2420]

CONTINUED: COMPUTER/ELECTRONIC MEDIA - GENERAL

E. EXTRACTED/REDUCED INFORMATION

1. GENERAL

Electronic records/files consisting solely of records extracted from a single master file or data base that is disposable under an approved disposition.

DELETE WHEN NO LONGER NEEDED FOR CURRENT BUSINESS. [GRS 20-5 (89)]

The following extracts MAY NOT be destroyed before securing NARA approval. (For "print" and "technical reformat" files see items below.) Extracts EXCLUDED from the above disposition are those:

- * Produced to allow public access to the data; or,
- * Produced from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists, or can no longer be accessed; or
- * Produced by an extraction process which changes the informational content of the source master file or data base.

*Withdrawn
pending
NAS study*

(N 26-4)

2. REDUCED DATA - COMPUTER MEDIA (ALSO SEE SCHEDULE 8)

Computer media that contain all the basic and supporting measurements after they have been selected, processed, and reduced to the final form that best represents the scientific knowledge obtained from the investigation, i.e., space science flight experiments/investigations

* PERMANENT *
CLOSE FILE UPON LAST QUERY, MANIPULATION, OR INACTIVE USE OF 6 MONTHS OR MORE. RETIRE TO FRC WHEN ONE YEAR OLD. TRANSFER TO NARA 20 YEARS AFTER DATE OF DATA COLLECTION. [NC1-255-82 4/1a]

(N 27-6)

F. PRINT FILES

Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and reports.

DELETE WHEN NO LONGER NEEDED. [GRS 20-6 (89)]

G. TECHNICAL REFORMAT FILES

Electronic files consisting of data copies from a master file or data base for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to NARA.

DELETE WHEN NO LONGER NEEDED. [GRS 20-7 (89)]

H. SECURITY BACKUP FILES

Electronic files consisting of data identical in physical format to a master file or data base and retained in case the master or data base is damaged or inadvertently erased.

1. File identical to records scheduled for transfer to NARA.

DELETE WHEN THE IDENTICAL RECORDS HAVE BEEN TRANSFERRED TO NARA AND SUCCESSFULLY COPIED, OR WHEN REPLACED BY A SUBSEQUENT SECURITY BACKUP FILE. [GRS 20-8a (89)]

SCHEDULE 2

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~15
[2420]~~

~~CONTINUED: COMPUTER/ELECTRONIC MEDIA - GENERAL~~

~~H. CONTINUED: SECURITY BACKUP FILES~~

- ~~2. File identical to records authorized for disposal in an approved NASA records schedule.~~

~~DELETE WHEN THE IDENTICAL RECORDS HAVE BEEN DELETED, OR WHEN REPLACED BY A SUBSEQUENT SECURITY BACKUP FILE.
[GRS 20-8b (89)]~~

~~I. ELECTRONIC INDEXES OR FINDING AIDS~~

~~Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by NARA, an approved SF 115, or another NASA Schedule, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.~~

~~DELETE WITH RELATED RECORDS OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER.
[GRS 20-9 (89)]~~

~~J. SPECIAL PURPOSE PROGRAMS~~

~~Application software necessary solely to use or maintain a master file or data base authorized for disposal by NARA, an approved SF 115, or another NASA Schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or data base or any master file or data base scheduled for transfer to NARA.~~

~~DELETED WHEN RELATED MASTER FILE OR DATA BASE HAS BEEN DELETED.
[GRS 20-10 (89)]~~

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~16~~
~~[2430]~~

~~INFORMATION SERVICES SYSTEM - LaRC ONLY~~

~~The data for this system is in electronic format only. It is downloaded from the mainframe - data is received either weekly or monthly - and needs to be provided to users in electronic format (data is in ASCII format--located on a microprocessor). No paper documentation is created. The electronic file is extracted from a master file or data base without changing it and it is used solely to produce another electronic data base or medium~~

~~A. DATA~~

~~Administrative and/or business records.~~

~~DESTROY WHEN NO LONGER
NEEDED FOR REFERENCE OR
WORK USE
[GRS 20-5 (89)]~~

~~B. PAPER~~

~~Records consist of user manuals and administrative paperwork/ correspondence which either establishes, modifies, or changes the systems. Paperwork can include lists or requests to add or delete system users~~

~~DESTROY WITH RELATED
ELECTRONIC DATA RECORDS.
SEE ITEM A ABOVE
[GRS 20-2a]~~

~~17~~
~~[2430]~~
~~(N 26-2)~~

~~COMPUTER-MEDIA STORAGE FACILITIES~~

~~A. SPACE SCIENCE FLIGHT PROJECT/EXPERIMENT DATA (ALSO SEE SCHEDULE 8)~~

~~Media which have been used to create reduced data, or where usable data has been extracted. These data typically represent any and all orbiting spacecraft originated data, including, but not necessarily limited to, instrument and housekeeping data. Such data is sent from spacecraft such as the Compton Gamma Ray Observatory (GRO), the Upper Atmosphere Research Satellite (UARS), etc.~~

~~RELEASE FOR REUSE NO LATER
THAN 2 YEARS AFTER
GENERATION UNLESS SPECIFIC
EXTENSIONS HAVE BEEN GRANTED
BY THE COGNIZANT NASA
AUTHORITY.~~

~~(N 26-3)~~

~~B. OTHER SCIENTIFIC ENGINEERING AND EXPERIMENTAL DATA~~

~~1. Environmental, oceanographic, atmospheric, terrestrial, data and/or extraterrestrial observations and measurements, medical research and/or animal or plant husbandry investigations.~~

~~RELEASE FOR REUSE NOT LATER
LATER THAN 1 YEAR AFTER DATA
HAS BEEN EXTRACTED AND NEED
FOR THE ORIGINAL MEDIA DOES
NOT EXIST.~~

~~2. Data used in the development, fabrication, construction, testing, and/or routine operation of such things as instruments, vehicles, machinery, or spacecraft.~~

~~RELEASE FOR REUSE NOT LATER
THAN 1 YEAR AFTER DATA HAS
BEEN PROVIDED TO THE P I.*~~

~~C. CONTRACTOR-CREATED MEDIA~~

~~1. Scientific, engineering, and experimental data received by NASA in pursuance of Federal law or in connection with the transaction of public business and duplicated in a national data center.~~

~~NASA WILL RELEASE MEDIA FOR
REUSE AFTER THREE UPDATE
CYCLES.~~

~~2. Scientific, engineering, and experimental data media created under a contract and in the possession of the contractor in a Government storage facility, i e , GSFC's Tape Staging and Storage Facility (TSSF).~~

~~RELEASE FOR REUSE NOT LATER
THAN 1 YEAR AFTER DATA HAS
BEEN PROVIDED TO THE P I *
EXTENSIONS MAY BE GRANTED BY
THE COGNIZANT CENTER
DIRECTOR~~

* P I. - "Principal Investigator"

*Withdrawn
pending
NMS study*

SCHEDULE 2

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~18~~ ~~DUPLICATE COMPUTER/ELECTRONIC MEDIA~~

~~[2430]
(N 26-5)~~

~~Computer/electronic media that has been duplicated and provided as an extra copy to other offices or individuals other than the Principal Investigator or the Office of Primary Responsibility (OPR).~~

~~RELEASE FOR REUSE AS SOON SOON AS THEIR PURPOSE HAS BEEN ACHIEVED.
[GRS 23-7a,b,c (93)]~~

19 COMMUNICATIONS RECORDS - change

[2500]
(N 10-29)

A. CORRESPONDENCE, REPORTS, AND REFERENCE FILES

Correspondence and related records pertaining to the internal administration and operation of the communications function. Documents relating to communications planning, projecting requirements and costs, and HQ approval, such as NASA Form 1102 and 1103 and related materials. Records may include, but are not limited to: NASA Mail items/documentation (media independent) such as monthly NASA-Mail reports, user account requests and activity logs; Direct Access Computer System (DAC's) requests; and any other associated user documentation.

DESTROY WHEN 2 YEARS OLD OR WHEN REFERENCE VALUE CEASES, WHICHEVER IS SOONER.

(N 10-11) B. COMMUNICATION EQUIPMENT/SUPPORT REQUIREMENTS

1. Security equipment requirements and all related documentation and materials.

DESTROY WHEN 2 YEARS OLD.

(N 10-5) 2. Project support communications requirements, records consist of documents reflecting support requirements for the objectives contained in the PSCN data base (OPR)

DESTROY WHEN UPDATED OR SUPERSEDED

(N 10-4) C. GUIDANCE, POLICY PLANNING RECORDS

Withdrawn

Program files which consist of documents providing guidance or assumptions for the development of the communications segment. Files consist of overall guidance, technology plans, and ADP plans - OPR, NASA Headquarters, and MSFC Com Center ONLY.

* PERMANENT *
RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA WHEN 15 YEARS OLD.

(N 10-8) D. INTERFERENCE REDUCTION

Documents relating to the testing or advising on techniques and equipment designed to reduce or eliminate electrical disturbances which cause undesirable response or malfunctioning of electric equipment

DESTROY WHEN 6 YEARS OLD

(N 10-7) E. FACILITIES LEASE REQUESTS

Documents relating to requests for providing, rearranging, and removing communication facilities, equipment, and services leased from commercial companies to meet communications objectives of NASA.

DESTROY 3 YEARS AFTER TERMINATION OF LEASE

(N 10-5) F. ACCOUNT FILES

Documents relating to communication lines, i.e., telephone, data, wide-area networks, etc. Vouchers, vendors invoices, and correspondence EXCLUDING fiscal copy, and including local and commercial overseas accounting

1. Reference copies of vouchers, bills, invoices, and related records

DESTROY WHEN 1 FISCAL YEAR OLD.
[GRS 12-2d(1) (91)]

2. Records relating to installation, change, work orders, removal, and servicing of equipment

DESTROY 1 YEAR AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER
[GRS 12-2d(2) (91)]

3. Copies of agreements with background data and other records relating to agreements for telecommunications services.

DESTROY 2 YEARS AFTER EXPIRATION OR CANCELLATION OF AGREEMENT.
[GRS 12-2e (91)]

ITEM
[UF]#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~19~~
~~[2500]~~ CONTINUED: COMMUNICATIONS RECORDS

(N 10-14) G. TOLL SLIPS/STATEMENTS

Telephone, telegram, TWX, toll slips, and all other communication statements and related papers.

DESTROY 3 YEARS AFTER PERIOD COVERED BY ACCOUNT. [GRS 3-10 (88)]

(N 10-12) H. OPERATIONAL FILES

1. Message registers, logs, performance reports, daily load reports, and related or similar records.
2. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Messages maintained by the communications offices or centers, and EXCLUDING the copies maintained by the originating program office.

DESTROY WHEN 6 MONTHS OLD. [GRS 12-3a (91)]

DESTROY WHEN 2 YEARS OLD. [GRS 12-3b (91)]

(N 10-13) I. WIRE/WIRELESS MESSAGE FILES

Copies of incoming and outgoing wire/wireless message and all related records.

DESTROY WHEN 6 MONTHS OLD.

20
[2570] FIXED COMMUNICATIONS FILES - *change*

(N 10-6) A. FACILITY PROJECTS

Documents relating to the establishment, approval, and construction or implementation of fixed wire/cable, blueprints on maintenance in-house and outside, and radio facility development projects.

* PERMANENT *
RETIRE TO FRC 1 YEAR AFTER DISCONTINUANCE OF FACILITY. TRANSFER TO NARA 10 YEARS AFTER DISCONTINUANCE OF FACILITY.

~~(N 10-9) B. OPERATIONS FILES~~

~~Documents containing information and data on codes, radio frequency assignments, call signs, and lists of holders or code systems.~~

~~DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED.~~

(N 10-2) C. TRAFFIC VOLUME REPORT

Documents reflecting data on circuit usage for engineering of fixed communications facilities, planning, programming and budgeting and related papers.

1. Office of primary responsibility.

RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD.

- ~~2. All other offices/copies.~~

~~DESTROY WHEN 6 MONTHS OLD~~

SCHEDULE 2

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~21~~ **RADIO AND TELEVISION RECORDS**

~~[2570]
(N 10-10)~~

~~A. SERVICE CONTROL FILES~~

~~Documents related to the servicing and operation of radio and television equipment and systems, including service records and summaries of authorized equipment and service.~~

~~DESTROY WHEN SUPERSEDED OR ON DISCONTINUANCE OF THE FACILITY OR INSTALLATION, WHICHEVER IS SOONER.~~

~~(N 10-1)~~

~~B. RADIO FREQUENCY FILES~~

~~Authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.~~

~~RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD.~~

~~(N 10-3)~~

~~C. COMMUNICATIONS REPRESENTATION FILES~~

~~Documents concerning representation on and recommendations to joint or other non-NASA agencies, including implementation of decisions on signal communications and electronic policies, particularly on radio frequency allocations, call signs, radio interference, and radio propagation matters.~~

~~DESTROY WHEN 5 YEARS OLD.~~

22 **FILM CONTROL - LOGS / FORMS / CHARGE OUT CARDS**

[2600]

(N 19-13)

A. Log books, caption sheets, shelf lists, indexes, catalogs, and shot lists, used as finding aids for identification, retrieval, or use.

DISPOSE OF ACCORDING TO INSTRUCTIONS COVERING THE RELATED AUDIOVISUAL RECORDS. [GRS 21-29 (88)]

(N 19-12)

B. Forms used as finding aids, identification, or used for retrieval purposes, of films.

SEE ABOVE DISPOSITION.

(N 9-6)

C. Cards showing film and equipment on loan(s).

DESTROY 1 YEAR AFTER LAST ENTRY ON CARD.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

23
[2630]
(N 9-4)

PHOTOGRAPHS / STILL PICTURES [See NOTE₁]

A. PHOTOGRAPHIC WORK/PRODUCTION REPORT FILES

- | | | |
|------------|---|---|
| 1. | Work orders and ledgers used in processing and production of photographic services (information may be contained in an electronic action tracking system) | DESTROY WHEN 3 YEARS OLD. |
| (N 9-5) 2. | Reports showing workload, time expended, and type of production (color, black and white, still, or motion picture). | DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED FOR REFERENCE. |

B. STILL PICTURES [SEE NOTE₂ AND NOTE₃]

1. Photographs (a master and one captioned print, if available), slides and transparencies (original and one duplicate, if available) used for the visual presentation of information to the public. This series includes any finding aids, indexes, or logbooks used, paper or electronic, if available.

(a) MASTER NEGATIVES

Collections of negatives otherwise unidentified by a specific category or collection title

* PERMANENT *
RETIRE MASTER AND ONE PRINT IF AVAILABLE TO FRC IN 1 YEAR BLOCKS WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD WHICHEVER IS SOONER.
TRANSFER TO NARA ~~WHEN 20 YEARS OLD~~ IN 5 YEAR BLOCKS WHEN 20 YEARS OLD OR SOONER.

(b) NASA HEADQUARTERS

NASA HQ (Office of Public Affairs) will maintain one record copy of all titled & official NASA photographs black & white & color prints & negatives, and slides or transparencies that are released to the public. Current arrangement of the records MUST be maintained in subject or calendar grouping (i.e., on-board missions, astronaut portrait file) when the records are boxed for transfer to NARA.

* PERMANENT *
RETIRE TO FRC IN ONE YEAR BLOCKS WHEN 5 YEARS OLD
TRANSFER TO NARA ~~WHEN 20 YEARS OLD OR WHEN AGENCY VALUE CEASES, WHICHEVER IS SOONER.~~ IN 5 YEAR BLOCKS WHEN 25 YEARS OLD OR SOONER.

(c) INSTALLATIONS

Installation originating the photograph or slide will retain the negative and one print of each of its serially numbered NASA photographs.

* PERMANENT *
RETIRE TO LOCAL FRC IN ONE YEAR BLOCKS WHEN 5 YEARS OLD
TRANSFER TO NARA ~~WHEN 25 YEARS OLD~~ IN 5 YEAR BLOCKS WHEN 25 YEARS OLD OR SOONER.

Withdrawn

*item to be
submitted under
Separate SF 115.*

CJS 7/27/95

NOTE₁: Motion Picture Films (N 19-16) UFI 1394

SEE SCHEDULE 1

Sound Tracks UFI 1394

SEE SCHEDULE 1

NOTE₂: FOLLOW INSTALLATION SPECIFIC DISPOSITION IF ONE IS PROVIDED.

NOTE₃: Photo/negative degradation can occur when collections are stored in FRC's under non-favorable conditions. An immediate transfer to NARA should be considered instead of storing records when Agency need ceases.

SCHEDULE 2

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

23
[2630]

CONTINUED: PHOTOGRAPHS / STILL PICTURES

2. AMES RESEARCH CENTER (ARC)

The official ARC photo collection resides with the Imaging Technology Branch. Collection consists of master still negatives, photographs, and/or slides, maintained on a computerized indexed system accessed via key word search (system covers Dryden Flight Research Facility collection/records).

- (a) One print and master negative along with associated indexes/finding aids. (Starting January 1983 and forward.)

* PERMANENT *
TRANSFER ANNUALLY 1 YEAR AS IT BECOMES 11 YEARS OLD. (THIS DISPOSITION STARTS WITH RECORDS DATED AFTER 1983.)

- (b) Master negatives 1939-1949

TRANSFER TO NARA ~~JANUARY 1, 1995~~ UPON APPROVAL.

- (c) Master negatives 1950-1960.

TRANSFER TO NARA JANUARY 1, 1996.

- (d) Master negatives 1961-1971.

TRANSFER TO NARA JANUARY 1, 1997.

- (e) Master negatives 1972-1982.

TRANSFER TO NARA JANUARY 1, 1998.

3. KENNEDY SPACE CENTER (KSC)

- (a) Space Transportation System (STS)

* PERMANENT *
RETAIN NEGATIVES ON-SITE FOR 5 YEARS. TRANSFER ORIGINALS AND ONE CAPTIONED PRINT (WHERE AVAILABLE) TO NARA, STILL PICTURES BRANCH (NNSP), COLLEGE PARK, MD, WHEN 5 YEARS OLD INDEXES AND FINDING AIDS SHOULD BE TRANSFERRED WITH THE RECORDS.

- (b) STS Research and Development Records include STS R&D coverage, training, and construction progress stills.

* PERMANENT *
RETAIN NEGATIVES ON-SITE FOR 5 YEARS. TRANSFER ORIGINALS AND ONE CAPTIONED PRINT (WHERE AVAILABLE) TO NARA, STILL PICTURES BRANCH (NNSP), COLLEGE PARK, MD, 20740 WHEN 5 YEARS OLD INDEXES AND FINDING AIDS SHOULD BE TRANSFERRED WITH THE RECORDS.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

23
[2630]

CONTINUED: PHOTOGRAPHS / STILL PICTURES

4. STENNIS PHOTOGRAPHIC COLLECTION (SSC)

Collection consists of master still negatives, photographs, and/or slides used for the visual presentation of information to the public. Records are tracked and logged in a computerized database which documents each picture by SSC negative numbers, date, name, and general caption/description.

Official records are maintained by the Stennis Graphics Department as the office of primary responsibility, not by the requesting office or project.

- (a) One print and master negative along with associated printout of computerized database/index. * PERMANENT *
TRANSFER IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. (THIS DISPOSITION STARTS WITH THE RECORDS DATED JANUARY 1, 1974)
- (b) Stennis Official Photographic Collection dated
 - (1) 1962 through 1967 UPON APPROVAL
TRANSFER JANUARY 31, 1995
 - (2) 1968 through 1973 TRANSFER JANUARY 31, 1998

~~5. LANGLEY RESEARCH CENTER (LaRC)~~

~~The original numbered photographic negative collection and associated logs. This collection consists of records dated 1958 and beyond, considered as a part of the National Aeronautics and Space Administration (NASA) collection. These negatives will be grouped in 5-year blocks along with their logs and associated finding aids~~

~~* PERMANENT *
NEGATIVES AND LOGS THAT ARE A PART OF THE NASA COLLECTION WILL BE TRANSFERRED IN 5-YEAR BLOCKS WHEN NO LONGER NEEDED BY THE AGENCY FOR ACTIVE USE OR WHEN 30 YEARS OLD, WHICHEVER IS SOONER [N1-255-89-5]~~

6. LEWIS RESEARCH CENTER (LeRC)

Currently LeRC collection consists of approximately 10 years of "C#" pictures stored on-site at LeRC with the remaining stored at Sandusky, Ohio. Collection is dated from 1941 to present (pre-1980 majority B/W; post-1980 majority Color) Stills are kept chronologically by "C#" Launch photography is not a part of the C-collection.

- (a) "C" Collection. [SEE NOTE₁ - NEXT PAGE]
 - (1) Lewis "C#" Collection will be transferred in 5 years blocks as indicated:
[One master print and associated indexes/logs or other finding aids.]
 - * 1941 through 1946
 - * 1947 through 1951
 - * 1952 through 1956
 - * 1957 through 1961
 - * 1962 through 1966
 - * 1967 through 1971
- * PERMANENT *
TRANSFER IN 5 YEAR BLOCKS STARTING JANUARY 31, 1995 WITH TRANSFER OF EACH SUCCESSIVE 5 YEAR BLOCK ONE YEAR LATER
TRANSFER JANUARY 31, 1995
TRANSFER JANUARY 31, 1996.
TRANSFER JANUARY 31, 1997
TRANSFER JANUARY 31, 1998
TRANSFER JANUARY 31, 1999
TRANSFER JANUARY 31, 2000

SCHEDULE 2

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

23
[2630]

CONTINUED: PHOTOGRAPHS / STILL PICTURES

6. LeRC CONTINUED:

(a) (2) 1972 and Continuing: [SEE NOTE₁]

* PERMANENT *
NEGATIVES AND LOGS THAT ARE A PART OF THE COLLECTION WILL BE TRANSFERRED IN 5-YEAR BLOCKS WHEN NO LONGER NEEDED BY THE AGENCY FOR ACTIVE USE OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER.

(b) "CC," "CS," and "CD" Collections.

* PERMANENT *

Files in these collections consist of graphic art work, photographs, and copies of the Center Director's annual message to LeRC.

(1) "CC" Collection [Cleveland Color]
FROM: Approx. 1950 to 1969.
This collection consists of color still photographs.
[SEE NOTE₂]

TRANSFER ENTIRE COLLECTION TO NARA BY JANUARY 31, 1995. UPON APPROVAL.

(2) "CS" Collection [Cleveland Slide]
FROM: Approx 1941 to 1987.
This collection contains original master "CS" and in some cases duplicates the "C#" and "CD" negatives of stills and/or graphics.
[SEE NOTE₂ and NOTE₃]

TRANSFER IN 5-YEAR BLOCKS STARTING JANUARY 31, 1997.

(3) "CD" Collection [Cleveland Drawing]
This is a collection of LeRC original artwork
[SEE NOTE₄]

* PERMANENT *
TRANSFER ONE 35MM SLIDE AND ONE PRINT IN 5-YEAR BLOCKS WHEN 20 YEARS OLD, STARTING JANUARY 31, 1998.

(c) Portraits - photos not paintings

* PERMANENT *

This collection consists of portraits of high level installation officials (1 master negative plus 1 print), and are maintained by the officials last name.
[SEE NOTE₅]

TRANSFER TO NARA IN 5-YEAR BLOCKS WHEN 20 YEARS OLD

NOTE₁: LeRC is currently underway with a project whereby this "C" collection is being transferred to an electronic/computerized access system. Therefore, TRANSFER to NARA is based on completion of this project.

NOTE₂: This is a CLOSED series/collection.

NOTE₃: LeRC will remove duplicate negatives prior to shipment of this collection to NARA.

NOTE₄: This is a CONTINUING series/collection.

NOTE₅: This collection is being converted to an electronic system and will be transferred to NARA after conversion and capture of the portraits on the new system has occurred.

SCHEDULE 2

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

24
[2630]

VIDEO PRODUCTIONS [SEE NOTE₁]

A. FINISHED PRODUCTIONS

1. DOCUMENTARIES

Documentary style finished video productions which document installation projects, programs, or the mission of the agency/ installation, such productions may include but are not limited to:

- * Aeronautics and Space Reports
- *

*** PERMANENT ***
PRODUCTIONS ARE TRANSFERRED TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION, NONTEXTUAL DIVISION, ON AN ANNUAL BASIS OR AS CREATED. TWO COPIES OF EACH PRODUCTION WILL BE PROVIDED. ONE MASTER (FINISHED PRODUCTION) AND ONE DUPLICATE COPY.

2. MISCELLANEOUS PRODUCTIONS

Finished video productions such as the following, but not limited to:

- * Training Classes
- * Meetings/Conferences or Seminars

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

3. LANGLEY RESEARCH CENTER

(a) **FINISHED PRODUCTIONS - (See description above)**

*** PERMANENT ***
TRANSFER IN 5 YEAR BLOCKS WHEN 10 YEARS OLD

(b) **R&D TECHNICAL RESEARCH**

These videos are taped per customer requests of pure R&D projects such as testing data and footage of experiments, etc. The original footage is returned to the researcher/scientist as the requesting customer

DESTROY WHEN NO LONGER NEEDED FOR RESEARCH REFERENCE AND EVALUATION OF OF SCIENTIFIC DATA

4. JOHNSON SPACE CENTER (JSC) [See NOTE₂]

(a) **MISSION VIDEO - MASTERS**

Consists of launch/landing, JSC downlinks (1 original and 1 converted to color), pre-mission and post-mission press conferences, and, on-board recordings

*** Permanent ***
Master media with all identifying information. Transfer to NARA when 30 years old. Records are to be recopied every 10 years & with transfer at 30 yrs, will include earliest generation available in a then current professional video recording format & will include a reference copy if available.

(b) *Missim Video - copies | duplicates*

Retain at JSC in storage. Destroy when no longer needed.

NOTE₁: Record elements consist of an ORIGINAL and a duplicate, if available for all * PERMANENT * items.
FOLLOW INSTALLATION SPECIFIC DISPOSITION IF ONE IS PROVIDED.

NOTE₂: See Chapter 8, item 25A.

SCHEDULE 2

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

24
[2630]

CONTINUED: VIDEO PRODUCTIONS

4. JSC CONTINUED:

(c) MISCELLANEOUS ACTIVITIES

- * Test and Training Activities
- * Productions (Scripted), i.e.,
General Information/Training
- * Documentaries of Press Conference(s)/
Special Event(s)

DESTROY OR REUSE AFTER 30
DAYS.

5. STENNIS SPACE CENTER (3/4" format only)

Documentary style productions on center projects and mission,
including R&D projects and documentaries.

* PERMANENT *
TRANSFER ANNUALLY TO NARA
ONE ~~DUBBING~~ MASTER AND ONE
DUPLICATE COPY OF THE VIDEO.

B. STILL VIDEO PHOTOGRAPHY

STENNIS SPACE CENTER (SSC)
LEWIS RESEARCH CENTER (LeRC)

The graphics department or photo lab, as appropriate, will take
the digital image and transfer the permanent information from the
2x2 disk to optical disk or the archival media acceptable at the
time of transfer. Data consists of R&D or mission related
documentation and is usually time sensitive.

* PERMANENT *
TRANSFER TO NARA IN 5 YEAR
BLOCKS WHEN 20 YEARS OLD.

~~25~~
~~[2630]~~
~~(N 22-3)~~

~~PASSPORT FILES~~

~~Personnel identification or passport photographs~~

~~RETURN ORIGINAL TO REQUESTOR,
OR DESTROY WHEN 5 YEARS OLD
OR WHEN NO LONGER NEEDED.
[GRS 21-2 (92)]~~

END OF SCHEDULE