

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
National Aeronautics and Space Administration (NASA)

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Adria A. Lipka

5. TELEPHONE
202-358-1372

DO NOT WRITE IN THESE AREAS (NARA use only)

JOB NUMBER *N1-255-97-1*

DATE RECEIVED *5-6-97*

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *1-25-98* ARCHIVIST OF THE UNITED STATES *[Signature]*

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 5 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 04/07/97 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | TITLE NASA Records Officer, NASA Headquarters, Code AO |
|------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1. | COMPUTER/ELECTRONIC MEDIA - GENERAL (Schd. 2-15E2) E. Extracted/Reduced Information. 2. Reduced Data - Computer Media (Also See Schedule 8) SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION | | <i>withdrawn</i> |
| 2. | R&D SOURCE DATA FILES (Schd. 7-3) SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION | | <i>withdrawn</i> |
| 3. | SPACE FLIGHT EXPERIMENT/INVESTIGATIONS REDUCED DATA (Schd. 8-8) SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION | | <i>withdrawn</i> |
| 4. | R&D EXPERIMENTAL PROJECTS DATA FILES (Schd. 8-17B) B. Data on electronic/computer media. SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION | | <i>withdrawn</i> |
| 5. | PIONEER SPACECRAFT RECORDS - MAGNETIC MEDIA (Schd. 8-15B) B. Data on electronic/computer media. SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION | | |

FEB 9 1999
MAT

*Copy to: Agency
N W ME*

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

15
[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.

(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]

Item 1.
Withdrawn

(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)]

ITEM
[UF#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

Previous authority applies: NI-255-94-3

1

[7000]

(N 24-11)

R&D CORRESPONDENCE FILES

Record copies of correspondence relating to management and operation of a laboratory or a program office. These are housekeeping files and do not include the official program or project files.

RETIRE TO FRC 1 YEAR AFTER COMPLETION OR CANCELLATION OF THE PROGRAM. DESTROY WHEN 5 YEARS OLD.
<DA: NI-255-94-3>

2

[7000]

(N 24-9)

R&D PROJECT CONTROL FILES

Copies of documents contained in project case files, preliminary sketches, drawings, specifications, and photographs determined by competent scientific and technical personnel not to be of sufficient value for incorporation into project case file, and correspondence concerning such administrative matters as travel, conferences, consultations, and transmittal of documents.

Previous authority applies: NI-255-94-3

A. Director's office at performing field installation and Headquarters program offices.

RETIRE TO FRC 2 YEARS AFTER COMPLETION, RENEWAL, TERMINATION OR CANCELLATION OF THE PROJECT. DESTROY WHEN 10 YEARS OLD.
<DA: NI-255-94-3>

B. Office of laboratory chiefs and directors supervising R&D projects.

DESTROY 2 YEARS AFTER COMPLETION, RENEWAL, TERMINATION, OR CANCELLATION OF THE PROJECT, OR EARLIER IF NO LONGER NEEDED.
<DA: NI-255-94-3>

C. All other copies.

DESTROY WHEN OBSOLETE OR SUPERSEDED OR WHEN 3 YEARS OLD. WHICHEVER IS SOONER.
<DA: NI-255-94-3>

3

[7000]

R&D SOURCE DATA FILES

Punch cards, electronic tape, or comparable media used to collect and assemble data of a preliminary or intermediate character generated from such processes as experiments or observations of a routine, repetitive nature, and used for reference in arriving at determinations in the conduct of research projects.

DESTROY WHEN DETERMINED BY COMPETENT AGENCY RESEARCH PERSONNEL THAT DATA HAS SERVED ALL RESEARCH PURPOSES. SCHEDULES 2 (ELECTRONIC MEDIA) AND 8 (PROGRAM MANAGEMENT) PROJECT ADDITIONAL DISPOSITION GUIDELINES FOR SOME SERIES OF RECORDS.
<DA: >

Item 2.

Withdrawn

ITEM
[UF#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

Item 3.

8
[8030]

SPACE FLIGHT EXPERIMENT/INVESTIGATIONS REDUCED DATA

Digital tapes 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.
[SEE NOTE.]

* PERMANENT *
CLOSE FILE AFTER LAST QUERY OR MANIPULATION. RETIRE TO FRC 1 YEAR LATER. TRANSFER TO NACA 20 YEARS AFTER DATE OF DATA COLLECTION.
<DA: >

Withdrawn

NOTE₁: These Records are MAINTAINED at the NATIONAL SPACE SCIENCE DATA CENTER (NSSDC) operated by Goddard Space Flight Center (GSFC).

ITEM
[UF#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

16
[8120]
(N 1-24)

PROJECT CONTROL FILES

Memoranda, reports, control files such as summary cards showing assignments, progress, and completion of projects.

DESTROY 1 YEAR AFTER THE YEAR IN WHICH THE PROJECT IS CLOSED.
[GRS 16-5 (88)]

17
[8200]
(N 25-4)

R&D EXPERIMENTAL PROJECTS DATA FILES

Documents maintained and used by scientific and engineering personnel for research, development, and test of an item, or within a field of scientific inquiry, reflecting concept, design criteria, studies, calculations, and test performance of assemblies, or devices developed. Included are engineering or scientific notes, drafts of technical reports and articles; telemetry, oscillographic and pen recordings; time and motion films and recordings; still photographs; computer media; sound recordings, and similar rough or raw data which are a part of the project files.

A. Data essential to support laboratory notebook information, discoveries, and invention disclosures, including data relating to patent matters and data relating to historical, significant, or unique accomplishments.

1. Significant project data files deemed by the originating project office to have value because of the highly significant nature or uniqueness of the activity.

2. Non-significant project data files.

* PERMANENT *
RETIRE TO FRC 2 YEARS AFTER COMPLETION OF THE PROJECT. TRANSFER TO NARA WHEN 25 YEARS OLD.
<DA: N1-255-94-3>

RETIRE TO FRC 2 YEARS AFTER COMPLETION OF THE PROJECT. DESTROY WHEN 20 YEARS OLD.
<DA: N1-255-94-3>

B. Data on electronic/computer media.

DESTROY WHEN NO LONGER NEEDED.
<DA: >

C Data that has been fully incorporated into reports.

DESTROY WHEN REPORT IS RELEASED. OR WHEN 5 YEARS OLD, WHICHEVER IS LATER.
<DA: N1-255-94-3>

D Other data files.

RETIRE TO FRC WHEN NO LONGER NEEDED FOR THE PROJECT OR RESEARCH USE. DESTROY WHEN 6 YEARS OLD.
<DA: N1-255-94-3>

Sub-Item edited out of N1-255-94-3. Therefore, this subitem does not exist.

Previous authority applies: N1-255-94-3

Item 4. Withdrawn from N1-255-94-3 * N1-255-94-1

Previous authority applies: N1-255-94-3

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~15~~
~~[8100]~~

CONTINUED: PIONEER SPACECRAFT RECORDS

A. CONTINUED: PAPER RECORDS

4. Pioneer 12

(a) Records consisting of cruise computational off-line validations (1978).

DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE.
<DA: >

(b) Records consisting of command instructions, telemetry instructions, orbit folders, orbit files, trajectory data, command files, altitude summary, command and spin logs, miscellaneous quick-look worksheets, intermediate-data-record summaries, and operations logs (1978-1992).

DESTROY JANUARY 1, 1998.
<DA: >

5. Pioneer 13 (1978)

Records consist of miscellaneous multiprobe records, operation logs, and cruise computational off-line validations.

DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE.
<DA: >

No disposition
authority -
withdrawn from
NI-255-94-3

B. MAGNETIC TAPES

1. Pioneer 10

(a) Master data record (MDR) tapes containing real-time telemetry data (1972-1990).

DESTROY JANUARY 1, 2000.
<DA: >

(b) MDR tapes - 1991 and continuing.
(Collected annually)

~~RETIRE TO FRC WHEN NO LONGER
NEEDED OR WHEN 2 WEEKS OLD.~~
DESTROY WHEN 7 YEARS OLD.
<DA: >

2. Pioneer 11

(a) MDR tapes - 1972-1990.

DESTROY JANUARY 1, 2000.
<DA: >

(b) MDR tapes - 1991 and continuing.
(Collected annually)

~~RETIRE TO FRC WHEN NO LONGER
NEEDED OR WHEN 2 WEEKS OLD.~~
DESTROY WHEN 7 YEARS OLD.
<DA: >

Hem 5.

3. Pioneer 12 [SEE NOTE,1]

(a) Ephemeris tape records containing location of spacecraft during orbit (1978-1992).

DESTROY JANUARY 1, 1998.
<DA: >

(b) 1978 - 1992 Records

Records consist of, but are not limited to, the following types:

- ⊗ Supplementary-experimenter-data-record tapes containing trajectory and engineering data.
- ⊗ Epoch-time-data-record tapes containing 12-second time tags for 24-hour orbit.
- ⊗ Command-record tapes containing all commands given to spacecraft such as attitudes and instrument commands.
- ⊗ Intermediate-data-record tapes containing telemetry records received from JPL.
- ⊗ Log tapes containing telemetry records generated from high-speed data stream received from Ames.

~~RETIRE TO FRC WHEN NO LONGER
NEEDED OR WHEN 2 WEEKS OLD.~~
DESTROY ENTIRE BLOCK OF RECORDS (1978-92) JANUARY 1, 1998.
<DA: >

NOTE: This is a CLOSD series. Pioneer 12 no longer exists