

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
Roland M. Ridgeway Jr., Acting NASA Records Officer

5. TELEPHONE
(202) 358-4485

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-255-99-1

DATE RECEIVED
3-23-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
6-29-99

ARCHIVIST OF THE UNITED STATES
John W. Paul

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 1 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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
|------------------|------------------------------------|---|
| Thu, Mar 4, 1999 | <i>Roland M. Ridgeway Jr.</i> | Acting 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 GRS OR SUPERSEDED JOB CITATION | 10.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 | <p>TRAINING RECORDS/FILES - GENERAL (Schedule 3-33)</p> <p>H. ON-THE-JOB TRAINING (OJT)</p> <p>Employee training plans or substantial equivalent record maintained to identify required skill or task training requirements and to document developmental assignments, OJT, or other training. These are general training requirements other than technical/certification training (see paragraph G. above). Cutoff date is date of document.</p> <p>1. Recordkeeping copy (paper)</p> <p>DISPOSITION:</p> <p>Destroy on transfer or separation of employee, or when 5 years old, whichever is sooner.</p> <p>2. Electronic copy</p> <p>DISPOSITION:</p> <p>Delete after recordkeeping copy has been produced.</p> <p>SEE ATTACHED PAGE</p> | | |

SCHEDULE 3

ITEM

[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM RETENTION

33
[3400]
(N 15-39)

CONTINUED: TRAINING RECORDS/FILES - GENERAL

E. TRAINING AIDS

All training aids, including the record copy of manuals, syllabuses, textbooks, and other original training aids developed by the agency, either published or unpublished, in instructing NASA training courses.

1. Unique or significant training material(s) developed specifically for use in training NASA courses that would be unique to the Agency. (i.e. Astronaut; Shuttle processing; Payload processing; On-board Flight crew training; etc.)
2. Routine or copies of training materials used to teach an Agency sponsored training class.
3. All other copies.

F. AGENCY-SPONSORED TRAINING FILES

General file of agency-sponsored training, EXCLUDING record copy of training materials (see e. above).

1. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses, and conferences.
2. Background and working files.

(N 15-38) G. TECHNICAL TRAINING

Case files on NASA personnel participating in technical training programs, such as soldering and optics.

H. ON-THE-JOB TRAINING (OJT)

Employee training plans or substantial equivalent record maintained to identify required skill or task training requirements and to document developmental assignments, OJT, or other training. These are general training requirements other than technical/certification training (see paragraph G. above). Cutoff date is date of document.

1. Recordkeeping copy (paper)
2. Electronic copy.

*Sample page from
NASA records manual*

* PERMANENT *
RETIRE TO FRC WHEN
SUPERSEDED, OBSOLETE, OR WHEN
NO LONGER USED. TRANSFER TO NARA WHEN
10 YEARS OLD.
<DA: N1-255-89-4>

DESTROY WHEN SUPERSEDED OR
OBSOLETE OR WHEN 5 YEARS OLD,
WHICHEVER IS SOONER.
<DA: N1-255-89-4>

DESTROY WHEN NO LONGER NEEDED OR
WHEN 3 YEARS OLD, WHICHEVER IS
SOONER.
<DA: N1-255-89-4>

DESTROY WHEN 5 YEARS OLD OR
5 YEARS AFTER COMPLETION OF
A SPECIFIC TRAINING PROGRAM.
[GRS 1-29a(1) (98)]

DESTROY WHEN 3 YEARS OLD.
[GRS 1-29a(2) (98)]

DESTROY 5 YEARS AFTER
EMPLOYEE DISCONTINUES OR COMPLETES
TRAINING.
<DA: N1-255-89-4>

DESTROY ON TRANSFER OR SEPARATION
OF EMPLOYEE, OR WHEN 5 YEARS OLD,
WHICHEVER IS SOONER.
<DA: >

DELETE AFTER RECORDKEEPING COPY HAS
BEEN PRODUCED.
<DA: >