Schedule Number: N9-255-00-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).
## REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

**DATE RECEIVED:** SEP 21 1999

### 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

### 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,

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description of Item and Proposed Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</td>
<td>(This is a new NASA Records Retention Schedule (NRSS) item) SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION</td>
</tr>
</tbody>
</table>

**DATE**  
Thurs., August 12, 1999

**SIGNATURE OF AGENCY REPRESENTATIVE**  
Roland M. Ridgeway, Jr.

**TITLE**  
Acting NASA Records Officer, NASA Headquarters, Code AO

**STANDARD FORM SF 115 (REV. 3-91)**

PREVIOUS EDITION NOT USABLE

JAN 10 2006  
Copy to: agency
Schedule 1 -- Records accumulated by functional areas Organization and Administrative

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

This disposition applies to electronic copies of all items covered under Disposition Jobs N1-255-90-8, N1-255-92-4, and N1-255-94-1, in the NASA Records Retention Schedule 1, with the following exceptions:

- Item 22 (Records Of Top Management Officials)
- Item 72E (Formal Directives, NASA Management Instructions (NMI), Procedural, and Operating Manuals)
- Item 77 (Finding Aids)
- Item 78C (General Office Files, Tracking and Control Records)
- Item 78E (General Office Files, Schedules or Daily Activities)
- Item 78F (General Office Files, Administrative Data Bases);
- Item 86E (Visual Aids Requisition/Register Files)
- Item 86F (Finding Aids For Visual Media/Graphic Arts)

In addition, this disposition does not apply to any item already covered by the General Records Schedules.

a. Electronic copies created on electronic mail and word processing systems that have no further administrative value after recordkeeping copy is made.

Delete after recordkeeping copy has been produced and dissemination, revision, or updating is completed.

b. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Delete when dissemination, revision or updating is completed.