

Rec'd NCO 28 Aug 78 AH

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 255 78 3
DATE RECEIVED	AUG 30 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-4-78, James E. O'Neil Date Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)
NATIONAL AERONAUTICS & SPACE ADMINISTRATION

2. MAJOR SUBDIVISION
ADMINISTRATIVE SERVICES DIVISION

3. MINOR SUBDIVISION
ADMINISTRATIVE STANDARDS BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
CARL F. STEINMETZ

5. TEL EXT
755-2295

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ~~25~~ 25 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A. Request for immediate disposal.

B. Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8/23/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carl F. Steinmetz</i>	E. TITLE NASA RECORDS MANAGEMENT OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	NASA RECORDS SCHEDULES 26 and 27 Review for approval		67 items

part to ALL FRC's
Agency NNR + NNG

NASA RECORDS SCHEDULE 26: COMPUTER-SENSIBLE--
SCIENTIFIC, ENGINEERING, AND EXPERIMENTAL

The records described in this schedule pertain to scientific, engineering, and experimental data stored on magnetic media for record purposes and to program documentation, including flow charts and source decks. The term "magnetic media" refers to tape (analog, digital), drums, disks, disk packs, data cells, and other devices which store data magnetically. Disposition instructions for records stored on magnetic media pertinent to Business Applications are set forth in NRS 27. Disposition instructions for scientific, engineering, and experimental data maintained for record purposes on other storage media, such as paper documents and still photographs, are set forth in NRS 24, "Research and Development Administration Records" and NRS 25, "Research and Development Project Records."

Different from all other schedules, Numbers 26 and 27 itemize magnetic records in terms of their generation and not by subject matter. This exception is made because of the specialized technical process and equipment required, and the magnitude of the storage capability involved.

It is the purpose of this schedule to outline orderly disposition processes that will identify and ensure retention of magnetic records with lasting value, and provide for release of magnetic storage capacity containing short-lived information as soon as it has served its purpose. Implementation of these procedures will result in an effective magnetic records disposition program and provide maximum utilization of the magnetic storage inventory. Definitions applicable to disposition of magnetic records are provided.

The term "Release for reuse not later than" establishes the maximum time frame for retaining record material recorded on magnetic media. Any disposition procedures that will cause earlier release of the magnetic media for reuse, such as by event, vehicle launch, test completion, or determination by the cognizant office that a shorter time frame will suffice, is encouraged.

NASA Records Schedule 26--Continued

DEFINITIONS

For the purpose of this Schedule 26, the following definitions apply:

Release for Reuse -- This term is the equivalent of the term "destroy" used for disposition of paper records. However, since the magnetic tape may be reusable, the term "release for reuse" means the information on the magnetic tape is no longer needed. The magnetic tape shall be released to inventory for reuse according to procedures of the installation ADP activity concerned.

Cognizant Office -- The project office, organizational unit, agency, or activity having prime responsibility for the information and data on the record copy of the magnetic record concerned.

Space Science Flight Experiments -- Investigation of natural phenomena of the earth and its environment, the moon, other planets, the sun, interplanetary space, and other celestial objects and regions made from, or in conjunction with aircraft, balloons, sounding rockets, earth satellites, space probes and manned spacecraft involving both the search for extraterrestrial life and observation of the effects of space environment on living organisms other than man, are included.

Original Data Records -- Those records made by the various telemetering and/or tracking stations as part of the basic field operations and data records returned by recovered spacecraft. These records will generally require specialized processing techniques to prepare them for further use or, as in the case of tracking data, to convert them into more meaningful terms.

Master Data Records -- Those records obtained through specialized processing techniques from the original data records. They contain the original experiment information and supporting information such as orbital position, spacecraft attitude, and command and housekeeping data. Ground time and, where applicable, spacecraft time will have been correlated with these data. Extraneous and duplicate segments have been removed and the remainder is an organized, identified set of records, usually in a digital form capable

NASA Records Schedule 26--Continued

of direct entry into a computer.

Experiment Data Records -- Those records extracted from the master data records to provide the principal investigator with data associated with his experiment.

Reduced Data Records -- Data records prepared from raw data records by a compacting, editing, correcting, and merging operation performed under the supervision of the principal investigator. Data in this form contains all the basic usable information obtained from the experiment and generally includes the instrument responses measured as functions of time along with appropriate position, attitude, and equipment performance information necessary to analyze the data in an independent fashion. The engineering corrections such as temperature, voltage, dead time, gain changes, and other similar corrections to the instrument response, will have been made. Unusable noisy data periods of questionable instrument performance will have been removed as well as duplicate portions of information. Time averaging and the conversion of the instrument response to physical units will not have been accomplished in most cases. Visual data, such as photographs derived from data processing techniques, may also be considered as reduced data records.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Original Data Records Magnetic Tape.</u>	
	a. Raw data analog tape and raw data digital magnetic tape used to create Master Data Records.	Release for reuse not later than 1 year after raw data has been processed into Master Data Records tape, and data (EDR's) have been delivered to

NASA Records Schedule 26--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	a.	individual experi- menters, unless specific extensions of not more than 1 year each are approved by the cognizant Center Director.
	b. Raw data analog tape and raw data digital magnetic tape not used to create Master Data Records.	Release for reuse as soon as the cogni- zant office ascertains that no further rea- sonable need for the data exists. Retain no longer than 10 years. Review every 3 years.
2	<u>Master Data Records Magnetic Tape.</u>	
	a. Space science flight project data and other scien- tific, engineering, and experimental data.	
	(1) Usable data extracted.	Release for reuse not later than 2 years after usable data has been trans- cribed to Experiment Data Records and these have been

NASA Records Schedule 26--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	a. (1)	delivered to individual experimenters or projects, unless specific extensions of not more than 1 year each are approved by the cognizant Center Director.
	(2) Usable data not extracted.	Submit SF 115 for Records Disposition Authority, with specific series description to the National Archives and Records Service, Machine Readable Records Division.
3	<u>Experiment Data Records Magnetic Tape.</u>	
	a. Space science flight experiment data.	
	(1) Used to create reduced data.	Release for reuse as soon as reduced data records are created and proven satisfactory, unless specific extensions of not more than 1 year each are

DISPOSAL NOT APPROVED

NASA Records Schedule 26--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	a. (1)	approved by the Cognizant Center Director.
	(2) Not used to create reduced data.	Submit SF 115 for Records Disposition Authority, with specific series description to the National Archives and Records Service, Machine Readable Records <u>Division</u> .
	b. Other scientific, engineering and experimental data.	
	(1) Used to create reduced data.	Release for reuse not later than 1 year after tape has been delivered to the principal investigator, unless specific extensions of not more than 1 year each are approved by the cognizant Center Director.
	(2) Not used to create reduced data.	Submit SF 115 for Records Disposition

DISPOSAL NOT APPROVED

NASA Records Schedule 26--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	b. (2)	Authority, with specific series description to the National Archives and Records Service, Machine Readable Records Division.
4	<u>Reduced Data Records Magnetic Tape.</u>	
	a. Space science flight experiment data.	Submit SF 115 for Records Disposition Authority, with specific series description for each data set to the National Archives and Records Service, Machine Readable Records Division.
	b. Other scientific, engineering, and experimental data.	Release for reuse not later than 1 year after completion of a written report or computer printout if such report or printout serves as the record

DISPOSAL NOT APPROVED

DISPOSAL NOT APPROVED

NASA Records Schedule 26--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	b.	copy and the cognizant office has ascertained no further reasonable need for the tape record exists. Hard copy records will be disposed of in accordance with applicable records schedules in this handbook, such as Schedule 25, Item 4, Research and Development Projects Experimental Data Files. Review tape every 3 years. Retain no longer than 10 years.
5	<u>Space Vehicle Testing Data.</u>	Release for reuse as soon as practicable. Major test and launch data should be released no later than 1 year after the final evaluation report for the vehicle is issued.

NASA Records Schedule 26--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	<u>Duplicate Magnetic Tape.</u>	Duplicate tapes are not record copies and shall be released for reuse as soon as their purpose has been achieved. Cognizant offices shall clearly identify magnetic tape records provided other offices as duplicates; establish criteria for return by the receiving office of the tapes for reuse; and establish effective follow-up action to have the tapes returned in a timely manner after they have served their intended purpose.
7	<u>Printing Tape.</u> a. Magnetic tapes containing data extracted from the data processing system (from master tapes or other machine-readable files) in order to produce publications.	Release for reuse no later than 5 years after the last use of the tape to produce a publication.

NASA Records Schedule 26--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
7	b. Print tapes derived from data not duplicated in another machine-readable file.	Submit SF 115 for Records Disposition Authority, with specific series description to the National Archives and Records Service, Machine Readable Records <u>Division</u> .
8	<u>Computer Programs and Program Documentation.</u>	
	a. On-going programs.	Dispose of previous versions no later than 1 year after successful operation of any modification or replacement.
	b. Terminated programs.	Destroy no later than 1 year after last use unless cognizant office has ascertained that a reasonable need to retain the records exists. If retention of inactive programs beyond 1 year is required, transfer to FARC. Dispose of inactive

DISPOSAL NOT
REMOVED

NASA Records Schedule 26--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
8	b.	records when 10 years old.
9	<u>Discs, Disc Packs, Drums and Data Cells.</u>	
	a. Containing data not duplicated on magnetic tape.	Data files shall be retained or released according to the instructions for magnetic tapes containing the same types of data. If operational requirements do not justify storing the data on disc, drum or data cell for the entire retention period, copy the file on magnetic tape before releasing.
	b. Containing data duplicated on magnetic tape.	Release for reuse immediately after processing requirements are met. Inactive data shall not be stored on disc, drum or data cell for more than 90 days.

NASA Records Schedule 26--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
10	<u>Data File Documentation.</u> a. Data system specifications, file specifications, user guides, output specifications, and special purpose programs required to read a file.	Retain as long as any data file, which the documentation describes, exists. Destroy no later than 1 year after the last data file described by the documentation has been destroyed.
11	<u>Launch Processing System.</u> a. Magnetic records relating to the development and design of electronic computer systems, modifications, and acceptance testing. (1) Master files of magnetic tapes generated during the design phase, modifications, and acceptance testing of operating and support programs for the Checkout Control and Monitor Subsystems (CCMS).	Release 1 year after termination of program, unless otherwise determined that data has no value.
12	<u>AUDIO TAPE</u> a. Manned Space Flights ground control and flight crew communications	Transfer 1 year after launch to the Federal Archives Records Center, or when no longer needed. Review

DISPOSAL NOT
APPROVED

NASA Records Schedule 26--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>	
12	a.	5 years after transfer for Permanent Retention. Must be identified.	DIS. OSAL NOT APPROVED
13	<u>VIDEO TAPE</u>	Transfer 1 year after receipt to the Federal Archives Records Center, or when no longer needed, after working duplicates are generated. Review 5 years after transfer for Permanent Retention. Must be identified.	DISPOSAL NOT APPROVED
	a. Space Flight Photographic		
	<i>landsat. EROS</i>		

**NASA RECORDS SCHEDULE 27: COMPUTER-SENSIBLE RECORDS--BUSINESS APPLICATIONS--
MANAGEMENT INFORMATION SYSTEMS**

The records described in this schedule pertain to business data and management information systems, (accounting, inventories, budget, personnel, administration, scientific and technical informations systems, index systems, etc.) stored on computer-sensible media and to documentation, including flow charts and source decks. Disposition instructions for record data stored on computer-sensible media pertinent to scientific, engineering, and experimental applications are set forth in NASA Records Schedule 26.

Different from all other schedules, numbers 26 and 27 itemize records in terms of their position in life cycle of data rather than by subject matter. This exception is made because of the specialized technical process and equipment required and the magnitude of the storage capability involved.

It is the purpose of this schedule to outline orderly disposition processes that will identify and insure retention of magnetic records with lasting value and provide for release of magnetic storage capacity containing short-lived information as soon as it has served its purpose. Implementation of these procedures will result in an effective magnetic records disposition program and provide maximum utilization of the magnetic storage inventory.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Data Systems Specifications.</u> Documents containing definitions of the system including functional requirements, data requirements, system/subsystem specifications, requests for the system, and authorizing directives.	
	a. For a disapproved proposed system.	Dispose of 1 year after final action.
	b. For an approved system for which all related magnetic data files are authorized for disposal.	Dispose of 1 year after discontinuance of the system.

NASA Records Schedule 27--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	c. For an approved system for which any related magnetic data file is not authorized for disposal.	Retain with related data file.
2	<u>System Test Documentation</u> . Descriptive material including test plans and test analysis reports. a. For an approved system. b. For a disapproved proposed system.	Dispose of 1 year after completion of testing. Dispose of when no longer needed.
3	<u>File Specifications</u> . Definitions of the logical and physical characteristics of each record, element or item of data in the file, including names and tags or labels; relative position, form, format and size of data elements (record layout); specifications of all codes used; cross reference code manual; security and privacy restrictions; and validity characteristics; update and access conditions; recording medium and volume. a. For a system for which all related magnetic data files are authorized for disposal. b. For a system for which any related magnetic data file is not authorized for disposal.	Dispose of with related data file. Retain with related data file.
4	<u>User Guides</u> . Information which sufficiently describes the functions of the system in non-ADP terminology so that users can determine its applicability and when and	

NASA Records Schedule 27--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	and how to use it; serves for the preparation of input data and the interpretation of results. a. Handbooks, guides to data availability, and procedures for querying files.	Retain with data system specifications.
5	<u>Output Specifications.</u> Detailed descriptions of products of the system that are to be used outside the computer center. a. Listings of each type of output by title and tag, format specifications, selection criteria, volume and frequency, media, graphic displays and symbols, security and privacy conditions and disposition of output.	Retain with related data file.
6	<u>Reports.</u> Printed final reports containing the statistical tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed. a. For systems which require retention of related data.	Retain one copy with related file specifications.
7	<u>Information Retrieval Routine.</u> Series of machine instructions designed to retrieve information from specific data systems. a. General purpose programs.	Dispose of when no longer needed.

NASA Records Schedule 27--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
7	b. Special purpose programs for data files for which disposal is authorized.	Dispose of with related data file.
	c. Special purpose programs for data files for which disposal is not authorized.	Retain with related data file.
8	<u>Work.</u> File temporary machine-readable media used by console operators or tape handlers to facilitate general computer runs such as sorts and merges.	
	a. New media, or media not included in a library control system, or files whose retention dates have expired.	Available for immediate use or reuse.
9	<u>Test Data.</u> Machine-readable media used in testing a system.	
	a. Routine or benchmark data sets constructed or used for the purpose of testing.	Dispose of when no longer needed.
10	<u>Initial Data.</u> Machine-readable media containing data abstracted from source documents or other media and entered into the system for the first time per update cycle.	
	a. Used for updating and required to support reconstruction of master file.	Dispose of after third cycle.
	b. Not required to support reconstruction of master	Dispose of after raw

NASA Records Schedule 27--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
10	<p>b. file and/or used as input for a one-time study, survey or experiment.</p> <p>c. Officially designated to replace or serve as the basic source data in lieu of the hard copy or other input source document.</p> <p>d. Not used as input to a master file or processed into analyzed or reduced data and not required to reconstruct a master file.</p>	<p>data is satisfactorily processed into final or reduced data.</p> <p>Dispose of in accordance with instructions applicable to the hard copy or other files documenting the same process, transaction or case.</p> <p>Submit SF 115, Request for Records Disposition Authority.</p>
11	<p><u>Initial Data.</u> Machine-readable media files created by another agency.</p> <p>a. Not a record of the receiving agency.</p>	<p>Dispose of as reference material.</p>
12	<p><u>Initial Data.</u> Punched cards or paper tape created after January 1, 1970, containing data abstracted from source documents and used for conversion to magnetic media or processing on electric accounting machine equipment.</p> <p>a. Electric accounting machine output.</p>	<p>Dispose of in accordance with instructions</p>

NASA Records Schedule 27--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
12	a.	applicable to the hard copy or other files documenting the same process, transaction, or case.
	b. Retained by ADP operational elements as back-up to magnetic media.	Dispose of when no longer needed.
	c. Converted to magnetic media.	Dispose of after verification of data on related magnetic media.
13	<u>Initial Data.</u> Punched cards that contain original entry data with film or written inserts.	
	a. Source documents.	Dispose of in accordance with instructions applicable to the hard copy or other files documenting the same process, transaction or case.
14	<u>Intermediate Data Input/Output.</u> Machine-readable media containing output within or from one run to a subsequent run that manipulates, sorts, and/or moves data through the system; includes checkpoint, edit, correction, reject list, unmatched data eliminating error, rerun files, etc.	

NASA Records Schedule 27--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
14	a. Used in an updated system.	Dispose of after subsequent data files that contain detail data have been created and proven satisfactory.
	b. Used in a one-time study or survey.	Dispose of after master data file has been proven satisfactory.
15	<u>Valid Transaction.</u> Machine-readable media containing items used with an input master file for creation of an output master file.	
	a. Updates of items liquidated from current status files.	Dispose of after third update cycle.
	b. Valid transaction after cumulative final master file is prepared and determined to be successful, and there is no necessity for statistical analysis.	Dispose of after third update cycle.
	c. Used in additional analysis.	Submit SF 115, Request for Records Disposition Authority.
16	<u>Information Retrieval System Master Reference.</u> Machine-readable media containing data created by the merging of prior master file with valid transaction data to create a new master file.	

DISPOSAL NOT
APPROVED

NASA Records Schedule 27--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 16
- a. A cumulative index to scientific and technical publications, and bibliographic and other non-record material.
 - b. An index to record material such as correspondence legal hearings, patents, and trademarks, and record copy of publications.
 - c. An "audit trail" of a file not disposable under this schedule.
- 17
- Publication and Printing. Machine-readable media containing source output data extracted from the system (without destroying the source file).
- a. Reproduced and disseminated as a publication or used for producing a printed publication.
 - b. Used for producing required printouts of tabulations, ledgers, tables registers, and reports.
- Dispose of after third update cycle.
- Submit SF 115, Request for Records Disposition Authority.
- Dispose of as provided for related master data file.
- (a) Offer to National Archives for possible retention when active agency use ceases;
(b) if the offer is not accepted, the records may be destroyed immediately.
- (a) Offer to National Archives for possible retention when active agency use ceases;
(b) if the offer is

DISPOSAL NOT APPROVED

NASA Records Schedule 27--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
17	b.	not accepted, the records may be destroyed immediately.
18	<u>Security Backup.</u> Machine-readable media that is identical in format to master file and retained as security in case master file is damaged or inadvertently erased. a. Updated. b. A one-time study or survey.	Dispose of after third update cycle. Dispose of as provided for related master file.
19	<u>Housekeeping System Master File.</u> Machine-readable media containing data for such "housekeeping systems" as fiscal accountability, supply management, and payroll administration. a. Not required for GAO site audit. b. Required for GAO site audit.	Dispose of in accordance with instructions applicable to the hard copy or other files documenting the same process, transaction, or case. Dispose of in accordance with guidelines provided by GAO.

NASA Records Schedule 27--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
20	<p><u>Federal Loan and Grant Program Master File.</u> Machine-readable media containing data created by the merging of prior master file with valid transaction data to create a new master file (initial data includes excerpts from forms placed in case files).</p> <p>a. Cumulative data of funds made available through federally supported loan and grant programs.</p> <p>b. Noncumulative periodic files of status of federal loan and grant activity.</p>	<p>Dispose of after third update cycle.</p> <p>Submit SF 115, Request for Records Disposition Authority.</p>
21	<p><u>Summary File.</u> Machine-readable media containing aggregates of individual observations from valid transaction or master data files.</p> <p>a. Substantially unpublished, or contain data in greater detail than published versions.</p>	<p>Centers should supply specific series descriptions and dispositions.</p>
22	<p><u>Re-Formatted File.</u> Machine-readable media containing essentially duplicate data from the master data file but which is created for use with other computer hardware.</p> <p>a. Created for the specific purpose of information interchange.</p>	<p>Dispose of as provided for related master data file.</p>

DISPOSAL NOT APPROVED

DISPOSAL NOT APPROVED

NASA Records Schedule 27--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
22	b. Of specific application for agency computer hardware systems.	Dispose of when determination is made that such format is unnecessary.
23	<u>Samples, Subsamples, and Special Studies.</u> Machine-readable media containing data selected from a larger census or survey file. a. Disclosure free or useful in statistical analysis or policy formulation models and simulation studies.	Centers should supply specific series descriptions and dispositions. <small>DISPOSAL NOT APPROVED</small>