

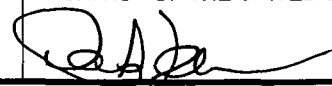
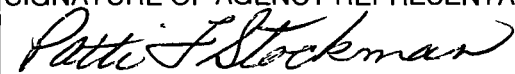
ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent

(T) Temporary

[illegible]

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 11-255-11-1	
1 FROM (Agency or establishment) NASA Headquarters		DATE RECEIVED 11/16/10	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Patti F Stockman	5 TELEPHONE (202) 358-4787	DATE 11/16/10	ARCHIVIST OF THE UNITED STATES 
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 Mon, Nov 8, 2010	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE NASA Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Attached is a proposed new schedule for NASA Harassment Report Case Files that include case files and preliminary fact-finding notes associated with allegations of harassing conduct reported to NASA This schedule will become NASA Records Retention Schedule 3/Item 53 5 Records covered by this schedule will be subject to the Privacy Act of 1974		

3713	53.5 PASR	Harassment Report Case Files A Case files associated with allegations of harassing conduct reported to NASA, including reports of harassment, witness statements, reports of fact-finding activities, findings, recommendations, decisions and corrective actions taken, as well as related correspondence and exhibits B Preliminary fact-finding notes and background material not included in the official harassment allegation case files.	CUT OFF WHEN HARASSMENT CASE IS CLOSED DESTROY 4 YEARS AFTER CUTOFF CUT OFF WHEN HARASSMENT CASE IS CLOSED DESTROY 2 YEARS AFTER CUTOFF
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New Administrative Schedule Item

78	F	<u>ADMINISTRATIVE RECORDS</u> Records accumulated by individual offices through internal management or housekeeping activities of the office or in <i>general</i> management and oversight of the function for which the office exists 1 Housekeeping records for daily administration of the office. Records may relate to office staffing, procedures, and internal communications, day-to-day oversight of office personnel, supplies and office services and equipment requests and receipts, and the use of office space and utilities. They may also include all types and methods of correspondence and communications (e.g., letters, memos, or any type of e-communications). 2 Administrative records generated in performance of the function for which the office exists. These records may include all types and methods of correspondence and communications (e.g., letters, memos, or any type of e-communications), meeting agendas and minutes, management reviews and surveys, reports, copies of internal activity documentation such as work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels. NOTE: This schedule item concerns <i>general</i> records only, not those belonging in case files documenting <i>specific</i> projects, incidents or cases, transactions, etc. and that are covered by other schedules.	CUT OFF AT END OF FISCAL OR CALENDAR YEAR DESTROY/DELETE 2 YEARS AFTER CUTOFF [GRS 23-1] <i>Covered by GRS 23, Item 1</i> CUT OFF AT END OF FISCAL OR CALENDAR YEAR DESTROY/DELETE 5 YEARS AFTER CUTOFF
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Crosswalk *All items understood to be in NPR 1441.1D change 5, Schedule 1.*

Current	New	Retention change
Current 1/78H	Deleted	The existing item H is "WORD PROCESSING and ELECTRONIC MAIL FILES-GENERAL GUIDANCE," the requirement for which was eliminated by NARA Bulletin 2006-04
1/22B	1/78F 1	Up to -3
1/78F	1/78F 1	0
1/78I	1/78F 1	0