

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA) WASHINGTON, DC 20408		JOB NUMBER NI-255-00-41	
1 FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		DATE RECEIVED 10.12.99	
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Roland M Ridgeway Jr, Acting NASA Records Officer	5 TELEPHONE (202) 358-4485	DATE 3-23-00	ARCHIVIST OF THE UNITED STATES <i>E. W. Cal</i>

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 4 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 Wed, Oct 6, 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roland M. Ridgeway Jr.</i>	TITLE Acting NASA Records Officer, NASA Headquarters, Code AO
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>REAL PROPERTY FILES</p> <p>A CONSTRUCTION FILES</p> <p>B INSTALLATION RECORDS - PERMITS, LEASES, LICENSES, ETC</p> <p>C REPORTS - REAL PROPERTY</p> <p>D MASTER PLANS</p> <p>E TITLE PAPERS</p> <p>F. ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</p> <p>SEE ATTACHED PAGES FOR SERIES DESCRIPTION/DISPOSITION</p> <p>Note This Item and the subelements under it are all new Subelement E 2, 3, and 4 are based on the GRS, but are included with the other subelements so that the total picture can be seen.</p>		<p>Previous Authority still applies. LNB 11/9/99</p>

ITEM

DESCRIPTION OF RECORD SERIES

MINIMUM RETENTION

1 REAL PROPERTY FILES

A CONSTRUCTION FILES

1 STUDIES

Studies relating to real property together with background papers showing inception, scope, and accomplishments. Intermediate and pre-final, and space plans of Federal structures and engineering projects. Cut off date is date of record

- (a) Selected studies that are considered unique in character
MAY RETIRE TO FRC WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER. DESTROY WHEN 30 YEARS OLD

- (b) Routine studies of temporary nature
RETAIN FOR 3 YEARS, THEN DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER

- (c) Records and files NOT included under Item 44 (Wind Tunnel Files) of this schedule
MAY RETIRE TO FRC WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES
DESTROY WHEN 15 YEARS OLD

2. ACTUAL CONSTRUCTION

Construction office files consisting of documents relating to project requests, including approval, establishing funds, schedules of accomplishments, progress, payments, and the finalization, intermediate, and prefinal, final working, "as built," shop, repair and alteration, contract, and standard drawings, project specifications, with associated documents relating to their preparation of Federal structures and engineering projects.

NOTE The subitems below need to be separated by disposition before transfer to the FRC

- (a) Unique buildings/facilities, such as the Vertical Assembly Building (VAB); Pads A & B; Space Station Facility, etc
* PERMANENT *
RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT MAY RETIRE TO FRC AFTER 3 YEARS. TRANSFER TO NARA 8 YEARS AFTER COMPLETION OR FINAL PAYMENT

- (b) Routine office/lab buildings/facilities
RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT MAY RETIRE TO FRC AFTER 3 YEARS
DESTROY WITHIN ONE YEAR AFTER DEMOLITION OF STRUCTURE

ITEM

DESCRIPTION OF RECORD SERIES

MINIMUM RETENTION

1 CONTINUED: REAL PROPERTY FILES

3. PHOTOS/VIDEO

Construction photos taken during the construction process consisting of in-progress, interim, and final shots of a facility AND NOT included in the official numbered installation photo collection

(a) Unique buildings/facilities (see "Actual Construction" above) * PERMANENT * FILE WITH THE ACTUAL CONSTRUCTION CASE FILE RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT MAY RETIRE TO FRC AFTER 3 YEARS TRANSFER TO NARA 8 YEARS AFTER COMPLETION OR FINAL PAYMENT

(b) Routine office/lab buildings/facilities RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. MAY RETIRE TO FRC AFTER 3 YEARS DESTROY WITHIN ONE YEAR AFTER DEMOLITION OF STRUCTURE

B INSTALLATION RECORDS - LEASES, DRAWINGS, ETC

1 Records consists of easements, leases, licenses, permits, and agreements which have been terminated or have expired, installation brochures and historical data, appraisal reports; correspondence pertaining to installation, industrial facilities data, and real property disposal documents * PERMANENT * MAY RETIRE TO FRC 2 YEARS AFTER DISPOSAL OF INSTALLATION TRANSFER TO NARA 25 YEARS AFTER DISPOSAL OF INSTALLATION

2 Drawings, correspondence, reports, and all other documents maintained by installation of primary responsibility relating to design and construction of facilities, including maps, layouts, building plans, water and drainage systems, alterations, additions, betterments, and removals made to property and all other pertinent information * PERMANENT * MAY RETIRE TO FRC 2 YEARS AFTER DISPOSAL OF PROPERTY TRANSFER TO NARA 25 YEARS AFTER DISPOSAL OF PROPERTY

3 NASA BASE OPERATIONS CONTRACTOR PROJECT CONTROL BOARD FILES

(a) Approved, Disapproved and Cancelled Approved Work Order Numbers held by the contractor for NASA Records in this group include but are not limited to copies of proposed Task Orders and Board Minutes DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT OF THE CONTRACT

(b) All other copies of records described in (a) above held in NASA Offices Cut off date is date of record. RETAIN FOR 3 YEARS, THEN DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER

4 WORK AUTHORIZATION PACKAGES FOR NEW OR MODIFIED FACILITIES

Record copy of individual files, controlled by Work Authorization Package (WAP), pertaining to changes in configuration of physical structures, new or modified, and unique work activities on assigned facilities, systems and equipment within the contractual cost/scope limits provided to the Base Operations Contract (Series includes both NASA-held and Contractor-held Government owned records) Cut off date for file is date of WAP document in file

(a) Approved WAPs MAY RETIRE TO FRC WHEN 5 YEARS OLD DESTROY WHEN 20 YEARS OLD

ITEM

DESCRIPTION OF RECORD SERIES

MINIMUM RETENTION

1 CONTINUED: REAL PROPERTY FILES

(b) Disapproved and cancelled WAPs

DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS LATER.

C. REPORTS - REAL PROPERTY

Records consisting of the record copies of real property reports to GSA, inventory reports of jurisdictional status of Federal areas within states, report of NASA total facilities, report of NASA industrial facilities, and report of in-house facilities Cut off date is date of report.

RETIRE TO FRC WHEN NO LONGER NEEDED FOR REFERENCE DESTROY WHEN 20 YEARS OLD [HISTORY OFFICE MAY RETAIN INDEFINITELY FOR REFERENCE]

D MASTER PLANS

1 Installation files (one copy of each revision should be maintained in the historical files for facilities management)

* PERMANENT *
RETIRE TO FRC UPON DISCONTINUANCE OF INSTALLATION OR FACILITY TRANSFER TO NARA 25 YEARS AFTER DISCONTINUANCE OF INSTALLATION OR FACILITY.

2 NASA Headquarters copy Cut off date is date of record

RETAIN FOR 3 YEARS, THEN DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER

E TITLE PAPERS

Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), including any payment or voucher records

2. Papers for property acquired after December 31, 1920, other than abstract or certificate of title.

DESTROY 10 YEARS AFTER UNCONDITIONAL SALE OR RELEASE BY THE GOVERNMENT OF CONDITIONS, RESTRICTIONS, MORTGAGES, OR OTHER LIENS [GRS 3-1a]

Note Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of a Standard Form (SF) 115 to NARA, contact your Center Records Manager

3. Abstract or certificate of title

TRANSFER TO PURCHASER AFTER UNCONDITIONAL SALE OR RELEASE BY THE GOVERNMENT OF CONDITIONS, RESTRICTIONS, MORTGAGES, OR OTHER LIENS. [GRS 3-1b]

*GRS Authority still applies.
LMB
1/5/00*

ITEM

DESCRIPTION OF RECORD SERIES

MINIMUM RETENTION

1 CONTINUED: REAL PROPERTY FILES

- 4 Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary, drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes

TRANSFER TO NEW CUSTODIAN UPON COMPLETION OF SALE, TRADE, OR DONATION PROCEEDINGS, OR ACCEPTANCE OF PURCHASE MONEY MORTGAGE [GRS 4-4]

Note. Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. NASA must schedule these series by submitting a SF 115 to NARA

GRS Authority still applies. LMB 1/5/00

F 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

- 1 Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are only to produce the recordkeeping copy.

DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED

- 2 Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE AFTER DISSEMINATION, REVISION, OR UPDATING IS COMPLETED