NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-255-00-006

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/29/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Item 1A1 remains active. Item 1A2a remains active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 listed here may have been previously annotated on the schedule itself.

Item 1/A2b was superseded by N1-255-09-001 item 1/15A2b

Item 1/B was superseded by N1-255-09-001 item 1/15B

Item 1/C was superseded by N1-255-09-001 item 1/15C

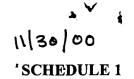
Item 1/D was superseded by N1-255-09-001 item 1/15D

Item 1E1 was superseded by DAA-GRS-2017-0003-0002 (GRS 5.2 item 020)

Item 1E2 was superseded by DAA-GRS-2017-0003-0002 (GRS 5.2 item 020)

REQUEST FOR RECORDS SPOSITION AUTHORITY (See Instructions on reverse)				JC UMBER	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED	
1. FROM (Agency or establishment)				NOTIFICATION TO AGENCY	
National Aeronautics and Space Administration (NASA)				In accordance with the provisions of 44	
2. MAJOR SUBDIVISION NASA Headquarters				U.S.C. 3303a the disposition request,	
3. MINOR SUBDIVISION				including amendments, is approved except for items that may be marked "disposition	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE				not approved" or "withdrawn" in column 10. DATE ARØHIVIST OF THEØNITED STATES	
Roland M. Ridgeway Jr., Acting NASA Records (202) 358-4485 Officer				3-28-01 W.W.	au
6. AGENCY CE	RTIFICATION				
and that the of this agen	rtify that I am authorized to act fe e records proposed for disposal o acy or will not be needed after the Accounting Office, under the pro- is not required; $\begin{bmatrix} \\ \\ \\ \end{bmatrix}$	n the attached e retention periods	2 pag specified 3 of the G	e(s) are not now needed l; and that written concur AO Manual for Guidanc	for the business rence from e of Federal
				has been requested	J.
DATE Thu, Jun 15, 2000	SIGNATURE OF AGENCY REPI Roland M. Ridger	0	TITLE Acting NASA	A Records Officer, NASA Heado	uarters, Code AO
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PRO	POSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	ESSIONAL FILES				
This submission completely replaces NASA Schedule 1, Item 15 on NARA Job Number N1-255-94-1 - "Congressional Committee Files".					
SEE AT.	FACHED PAGES FOR SERIES DESC				
115-109				STANDARD FORM 115 (REV. 3-91) Prescribed by NARA	
C. NK NU.ML Agene	PREVIOUS EDITION NO		,		36 CFR 122

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ITEM DESCRIPTION OF RECORD SERIES

CONGRESSIONAL FILES

- A. Congressional Committee Files
 - Files pertaining to correspondence to and from Congressional Committees. This includes letters, hearings (including questions and material for the record), testimony, edited transcripts. Cutoff date is end of Congress.
 - 2. Reports to Congress consists of statutory and other reports requested by Congress pertaining to NASA activities.
 - (a) HQ Office of Legislative Affairs (Office of Primary Responsibility) Cutoff date is end of Congress.
 - (b) All other offices and copies
- B. Congressional Correspondence Files Correspondence with Members of Congress concerning information about NASA programs and projects; includes correspondence with Members of Congress pertaining to constituent requests. Cutoff date is end of Congress.
- C. Congressional Briefings Briefings provided to Members of Congress regarding NASA programs, projects and activities.
- D. Publications requests from Congressmen for copies of NASA publications which required no formal reply.
- E. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy. 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.
 - 2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

RETENTION

(Replaces Schedule 1, Item 15, 27, and 28 N1-255-94-1)

PERMANENT RETIRE TO FRC 5 YEARS AFTER CUTOFF. TRANSFER TO NARA 15 YEARS AFTER CUTOFF.

PERMANENT RETIRE TO FRC 5 YEARS AFTER CUTOFF. TRANSFER TO NARA 15 YEARS AFTER CUTOFF.

DESTROY WHEN NO LONGER NEEDED.

RETIRE TO FRC 5 YEARS AFTER CUTOFF. DESTROY 15 YEARS AFTER CUTOFF.

RETAIN FOR ONE YEAR. DESTROY WHEN NO LONGER NEEDED AT THE CONCLUSION OF THE ONE YEAR RETENTION.

DESTROY 1 YEAR AFTER PUBLICATION IS SENT.

DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

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