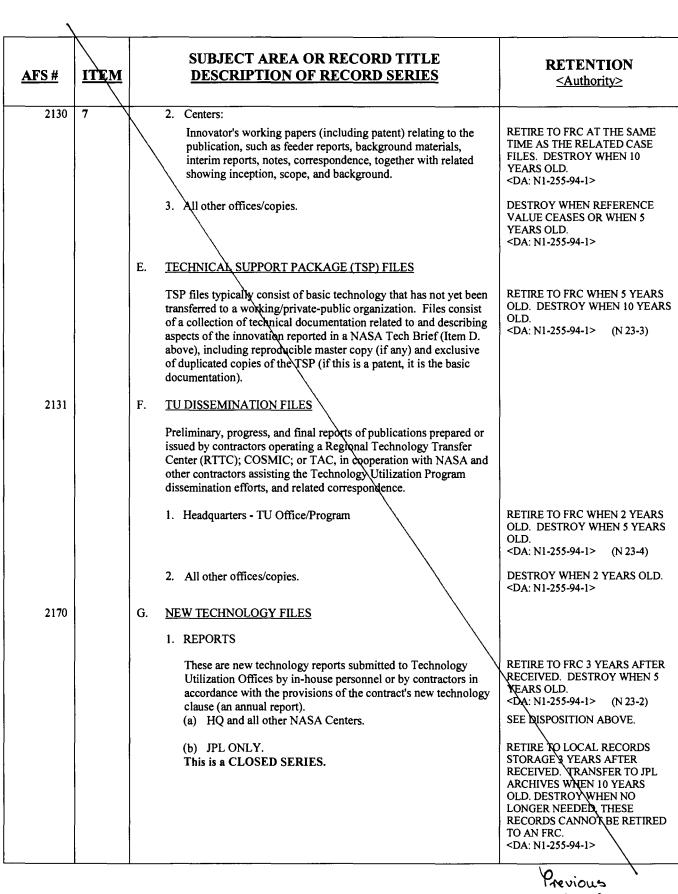
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REQUEST FOR RECORDS DISPOSIT (See Instructions on revel		JOB NUMBER NI - 255 - 04 - 4
TO: NATIONAL ARCHIVES and RECORDS ADMIN WASHINGTON, DC 20408		DATE RECEIVED 7-13-2004
1. FROM (Agency or establishment) National Aeronautics and Space Administration (NAS.	۸)	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION	<u></u>	In accordance with the provisions of 44 U.S.C. 3303a the disposition request,
NASA STI Program 3. MINOR SUBDIVISION		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		not approved" or "withdrawn" in column 10.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 Patti F. Stockman, NASA Records Officer	5. TELEPHONE (202) 358-4787	8/27/2004 Lois Belloch
6. AGENCY CERTIFICATION		
I hereby certify that I am authorized to act for and that the records proposed for disposal on		
of this agency or will not be needed after the	retention periods specif	ied; and that written concurrence from
the General Accounting Office, under the pro Agencies,	_	
is not required;	is attached; or	has been requested.
DATE SIGNATURE OF AGENCY REPRE	ESENTATIVE TITLE	
11-1-1 Tulle J. Stocking	NASA R	ecords Officer, NASA Headquarters, Code VE
7. ITEM 8. DESCRIPTION OF ITEM AND PROP NO.	OSED DISPOSITION	9. GRS OR 10. ACTION SUPERSEDED TAKEN (NARA JOB CITATION USE ONLY)
Scientific and Technical Information Records - m attached)	iscellaneous items (See	
Included, for your information, in the attachment		
changing, except some to be marked as "closed produced. Because sub-items around them are st out-dated sub-items as closed, rather than deleting sub-item reserved.	fill valid, I will simply label	
The actual new items are sub-items:		
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ce lie incy, MR M.	INMAN	
115-109 <b>NSN 7540-00-634-</b>	4064 FUSARLE	STANDARD FORM 115 (REV. 3-91

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2100 7	TECHNOLOGY UTILIZATION FILES	· · · · · · · · · · · · · · · · · · ·
	A. <u>PUBLICATION ORDERS, MEMORANDA, AND REPORTS</u> <u>FILES</u>	
	Orders, memoranda, and reports between the Technology Utilization Office and the Scientific and Technical Information Office, relating to the use of STI's services. (This includes files created both by Headquarters and Centers.)	DESTROY WHEN 2 YEARS OLD. <da: n1-255-94-1=""> (N 23-5)</da:>
	This is a CLOSED SERIES.	
	B. TU CONFERENCE PROCEEDINGS (ANNUAL) (HQ ONLY)	
	Finished published conference proceedings maintained and located at CASI (Center for AeroSpace Information).	* PERMANENT * TRANSFER TO NARA IN 10 YEAR BLOCKS WHEN 30
	(Office of Primary Responsibility - NASA Headquarters, Code C)	YEARS OLD. <da: n1-255-94-1=""></da:>
	C. <u>TU CLIPPING FILE</u> (Maintained at CASI - Center for Aerospace Information) This is a CLOSED SERIES.	
	Files of articles appearing in technical and trade magazines on the NASA TU Program (including current and after-the-fact articles), and the transfer of space technology to private industry.	
	<ol> <li>Clippings with no value (including those that do not directly relate to a specific project/program).</li> </ol>	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <da: n1-255-94-1=""> (N 23-6)</da:>
	<ol> <li>Clippings of TU that have value and are related to a project/program.</li> </ol>	PLACE CLIPPING IN SPINOFF CASE SEE ITEM I. OF THIS SCHEDULE. <da: n1-255-94-i=""></da:>
	3. JPL ONLY: OPR	RETIRE TO LOCAL RECORDS STORAGE WHEN 1 YEAR OLD. TRANSFER TO JPL ARCHIVES WHEN 10 YEARS OLD. DESTROY WHEN NO LONGER NEEDED. <da: n1-255-94-1=""></da:>
	4. All other office/copies.	DESTROY WHEN NO LONGER NEEDED OR WHEN 1 YEAR OLD, WHICNEVER IS SOONER. <da: nn255-94-1=""></da:>
	D. <u>TECHNICAL BRIEFS (TECH BRIEF)</u>	
	Office which originated the publication (OPR):	
	1. Headquarters	
	One record copy of each publication, including abstract, as located at CASI (NASA's Center for Aerospace Information).	* PERMANENT * RETIRE TO FRC 5 YEARS ANTER PUBLICATION. TRANSFER TO NARA WHEN 20 YEARS OLD. <da: n1-255-94-1=""> (N 23-7)</da:>
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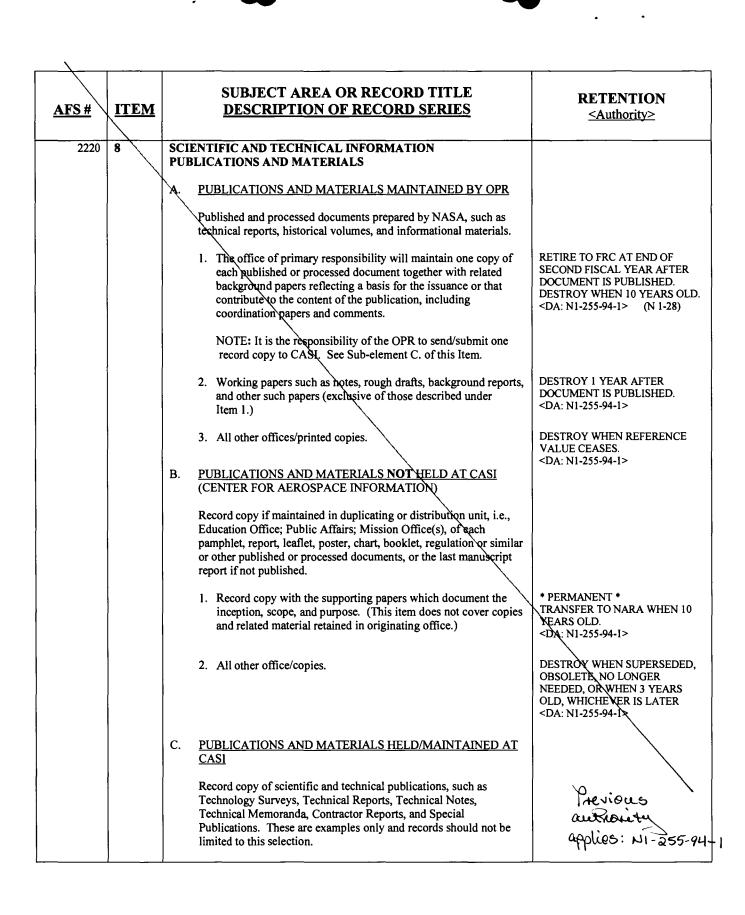


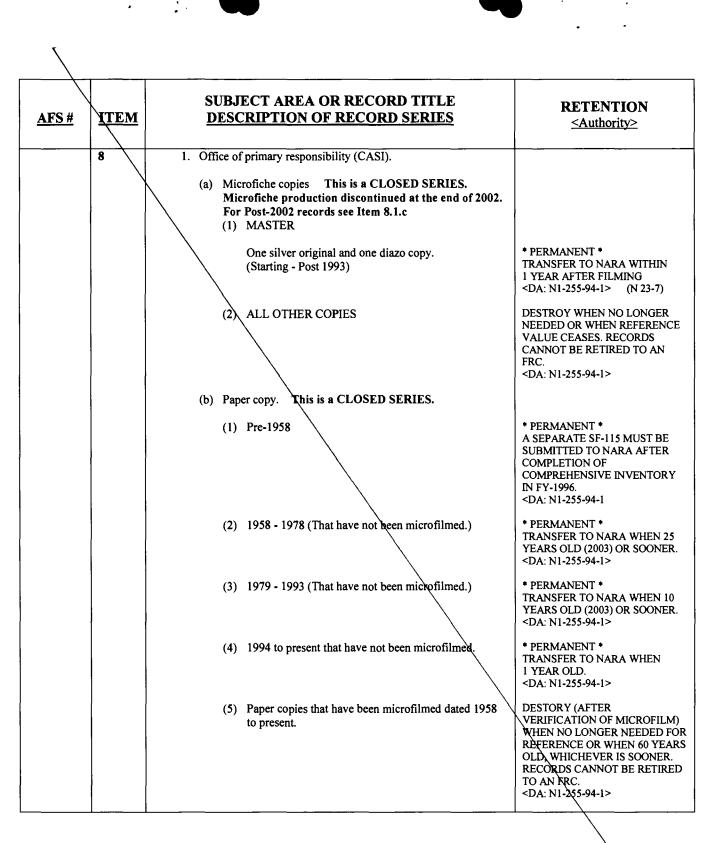
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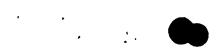


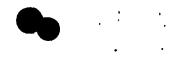
AFS# ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	<b>RETENTION</b> <u><authority></authority></u>
2170 7	2. CONTRACT ADMINISTRATION OF CLAUSE	
н	<ul> <li>Correspondence and documents, including copies of contracts, pertaining to administration of the new technology clause in contracts, especially to reporting and processing of innovations required to be reported.</li> <li>GSFC ONLY - This item applies to the Patent Office.</li> <li>HQ and all other NASA Centers.</li> </ul>	RETIRE TO FRC 1 YEAR AFTER CONTRACT CLOSEOUT. DESTROY 10 YEARS AFTER FINAL PAYMENT OR CLOSEOUT. <da: n1-255-94-1=""> (N 23-1)</da:>
	1. APPLICATION TEAM	
herious autroitus applies	Reports, correspondence, minutes of meetings, etc. produced by the application team in identifying public sector opportunities for adaptive engineering.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <da: n1-255-94-1=""></da:>
applies	2. APPLICATION ENGINEERING PROJECT CASE FILES	
NI-255-94-1	These files are maintained by the Program Manager who is located at NASA HQ, Code C, and consist of RTOP summaries, interim reports; and summaries in narrative format. <b>NOTE:</b> Case files that are located at the respective lead installation and should be retred under Schedule 8, R&D Project Case Files as a PERMANENT record series.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <da: n1-255-94-1=""></da:>
I.	SPINOFF FILES	
	1. SPINOFF CASE FILE	
	Files are maintained by year and consist of research files which contain clippings, correspondence with companies, product literature, and interview notes and any other similar documentation or related materials.	RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 20 YEARS OLD. <da: n1-255-94-1=""></da:>
	2. SPINOFF PUBLICATION	* RERMANENT * TRANSFER TO NARA AS CITED BELOW:
	<ul> <li>(a) 1976 - 1990</li> <li>One original finished/published document</li> <li>This is a CLOSED SERIES.</li> </ul>	
	© 1976 - 1986 © 1987 - 1990	TRANSFER JANUARY 1, 1997. TRANSFER JANUARY 1, 2000. <da: n1-255-94-1=""></da:>
	(b) 1991 - Continuing	* PERMANENT * TRANSFER ONE COPY
	This is a CLOSED SERIES.	ANNUALLY TO NARA. <da: n1-255-94-1=""></da:>
New	(c) 2003 - Continuing	Transfer to NARA with STI





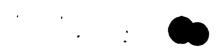
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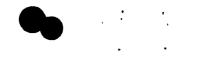




<u>AFS #</u>	<u>ITEM</u>	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION < <u><authority></authority></u>
	8 New	<ul> <li>(c) Portable Document Format (PDF) Searchable Image Exact (or Other NARA Approved Electronic Format) Copies.</li> <li>2003 - Continuing</li> </ul>	*PERMANENT* TRANSFER TO NARA ANNUALLY IN ACCORDANCE WITH NARA APPROVED TRANSFER GUIDANCE.
		<ul> <li>D. <u>DOCUMENT AVAILABILITY AUTHORIZATION (DAA)</u> <u>RECORDS</u></li> <li>1. Papers submitted for approval of and released through scientific and technical organizations EXTERNAL to NASA.</li> <li>(a) Documentation consists of the original paperwork submitted for each paper: <ul> <li>NF 1676 (or old FF427), "NASA Scientific and Technical Document Availability Authorization (DAA)";</li> <li>Abstract of the paper cited on the NF 1676 (or old FF427);</li> <li>JSC ONLX In addition to the above documentation, JSC authors are required to provide;</li> <li>JSC Form 548, "Approval and Funding for Technical Presentations, Technical Papers, and Journal Articles</li> </ul> </li> </ul>	DESTROY 2 YEARS AFTER MEETING OR PUBLICATION DATE CITED ON THE FF427 (DAA FORM) OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <da: n1-255-94-1=""></da:>
		for External Audiences. (b) All other copies/centers.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <da: n1-255-94-1=""></da:>
		<ul> <li>2. Papers submitted for publication in the NASA Scientific and Technical Reports Series.</li> <li>(a) Records document both Center and NASA Headquarters approval of reports by civil servant and contractor authors for publication in the NASA STI Report Series. Documentation consists of: <ul> <li>© FF427 (DAA);</li> <li>© Report Documentation Page (SF 298); or an Abstract of; or an Introduction to the Report;</li> </ul> </li> <li>JSC ONLY <ul> <li>In addition to the above, JSC authors (as opposed to a contractor author) are required to provide:</li> <li>© JSC Form 155, "Processing Scientific &amp; Technical Publications."</li> </ul> </li> </ul>	DESTROY NO LATER THAN 5 YEARS AFTER DATE OF PUBLICATION OR WHEN 6 YEARS OLD, WHICHEVER IS SOONER. <da: ni-255-94-1=""></da:>

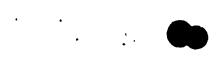
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AFS# ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <u> <authority></authority></u>
8	(b) All other copies/centers.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <da: n1-255-94-1=""></da:>
	E. AUTHOR'S FILES/RECORDS	
	1. AUTHOR'S WORKING PAPERS	
	Working papers relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, and related papers.	DESTROY WHEN 15 YEARS OLD <da: n1-255-94-1=""></da:>
	2. SPECIAL AUTHOR FILES (GRC)	
	<ul> <li>(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.</li> </ul>	DESTROY WHEN 2 YEARS OLD. <da: n1-255-94-1=""></da:>
	(b) Camera-ready copy of text and figures and related negatives, supporting papers which document the inception, scope, and purpose, including editorial notes.	DESTROY 20 YEARS AFTER SEPARATION, TRANSFER, OR TERMINATION OF EMPLOYEE. <da: n1-255-94-1=""></da:>
	F. EDITED MANUSCRIPT FILES	
	1. HQ STI FILES	
	<ul> <li>(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each publication.</li> </ul>	DESTROY WHEN 2 YEARS OLD. <da: n1-255-94-1=""></da:>
	(b) Camera-ready copy of Special publications, including original art, figures, cover design, and title page.	TRANSFER TO FRC 6 MONTHS AFTER DOCUMENT IS PUBLISHED. DESTROY WHEN 3 YEARS OLD. <da: n1-255-94-1=""></da:>
	2. E-FILES (GRC STI FILES)	
	<ul> <li>(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.</li> </ul>	
	(1) 1981-1983	DESTROY JANUARY 1996. <da: n1-255-94-1=""></da:>
	(2) 1984-1989	DESTROY JANUARY 1997. <da: n1-255-94-1=""></da:>
	(3) 1990-1993	DESTROY JANUARY 1998. <da: n1-255-94-1=""></da:>
	(4) 1994 and Continuing.	DESTROY WHEN 2 YEARS OLD. <da: n1-255-94-1=""></da:>
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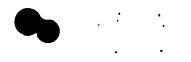




AFS#	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <u><authority></authority></u>
8	(b) Camera-ready copy of text, figures, related negatives, and, supporting papers which document the inception, scope, and purpose, including editorial notes.	
	(1) 1981-1983	DESTROY JANUARY 1996. <da: n1-255-94-1=""></da:>
	(2) 1984-1989	DESTROY JANUARY 1999. <da: n1-255-94-1=""></da:>
	(3) 1990-1993	DESTROY JANUARY 2003. <da: n1-255-94-1=""></da:>
	(4) 1994 and Continuing.	DESTROY WHEN 10 YEARS OLD <da: n1-255-94-1=""></da:>
	G. OTHER STI PUBLICATION FILES	
	<ol> <li>Other locally published reports NOT included in the "formal" series list above.</li> </ol>	DESTROY WHEN REFERENCE VALUE CEASES. <da: n1-255-94-1=""> (N 23-8)</da:>
	<ol> <li>GLENN - Locally published Reports NOT included in FORMAL series.</li> </ol>	
	(a) B-FILES	
	(1) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.	DESTROY 2 YEARS AFTER PUBLICATION. <da: n1-255-94-1=""></da:>
	(2) Camera-ready copy of text, figures, related negatives, and supporting papers, which document the inception, scope, and purpose, including editorial notes.	DESTROY WHEN 10 YEARS OLD <da: n1-255-94-1=""></da:>
	(b) RECURRING B-FILES	
	(1) See Description in a.(1) above.	DESTROY 2 YEARS AFTER PROGRAM TERMINATION, CANCELLATION, COMPLETION, URON FACILITY CLOSURE, OR WHEN 5 YEARS OLD, WHICHEVER IS LATER. <da: n1-255-94-1=""></da:>
	(2) See Description in a.(2) above.	DESTROY 10 YEARS AFTER PROGRAM TERMINATION, CANCELLATION, COMPLETION, UPON FACILITY CLOSURE, OR WHEN 15 YEARS OLD, WHICHEVER IS LATER. <da: n1-255-94-1=""></da:>

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AFS #	<u>ITEM</u>	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <u><authority></authority></u>
	8	(c) PROJECT-RELATED FILES	
		(1) See Description in a.(1) above.	DESTROY 2 YEARS AFTER PROJECT TERMINATION, CANCELLATION, OR COMPLETION. <da: n1-255-94-1=""></da:>
Previou autros applies	5	(2) See Description in a.(2) above.	DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER.
and a	itte		<pre>&gt;DA: N1-255-94-1&gt;</pre>
W1-255-	- 94-1	H. ALL OTHER OFFICES/COPIES	DESTROY WHEN REFERENCE VALUE CEASES OR WHEN NO LONGER NEEDED. <da: n1-255-94-1=""></da:>
2220	9	STI DATABASE ACCESSION SERIES – ELECTRONIC	
		A. <u>STAR, IAA, LSTAR, CSTAR</u>	
		These files consist of documentation and material related to the STI databases: Scientific and Technical Aerospace Reports (STAR), International Aerospace Abstracts (IAA), Limited Scientific and Technical Aerospace Reports (LSTAR). These are the on-line bibliographic files to the NASA STI accessioned series.	* PERMANENT * PRODUCE IN TAPE FORMAT AND TRANSFER TO NARA EVERY 5 YEARS BEGINNING IN 1995. <da: ni-255-94-1=""></da:>
		This is a CLOSED SERIES.	
		B. <u>RECON/ARIN</u>	
		RECON, ARIN, or any other library management or bibliographic information system currently supporting CASI or any other NASA libraries, or any that will be developed EXCLUDING full text or image. (This is RESTRICTED to NASA only and does not include other organizations full-text databases, i.e., on-line newspapers, or reference documents.) This is a CLOSED SERIES.	DELETE WITH RELATED RECORDS OR WHEN THE AGENCY DETERMINES THAT THEY ARE NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR OTHER OPERATIONAL PURPOSES, WHICHEVER IS LATER. [GRS 20-9]
		C. <u>IAA / IAA ALTERNATE FILES</u>	
		These files consist of electronic records and documentation related to the STI databases. [International Aerospace Abstracts (IAA)]	DESTROY WHEN REFERENCE VALUE OR AGENCY NEED CEASES.
		This is a CLOSED SERIES.	<da: n1-255-94-1=""></da:>
	New	D. NASA STI DATABASE	
		Metadata records that contain abstracts and summarize record copy materials transferred to CASI under Item 8.c.1.c.	*PERMANENT* TRANSFER TO NARA