

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-255-10-5

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

DATE RECEIVED  
9/8/10

1 FROM (Agency or establishment)  
NASA Aeronautics and Space Administration

**NOTIFICATION TO AGENCY**

2 MAJOR SUBDIVISION  
NASA Headquarters

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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, NASA Records Officer

5 TELEPHONE  
(202) 358-4787

DATE ARCHIVIST OF THE UNITED STATES  
14 Oct 11 [Signature]

**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 JAN 29 2010

SIGNATURE OF AGENCY REPRESENTATIVE  
Patti F Stockman

TITLE  
NASA Records Officer, NASA Headquarters

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached proposed schedule		

## Schedule for Environmental Management Records

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE</u> <u>DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION</u> <u>&lt;Authority&gt;</u>
8500		<b>Environmental Management (General)</b>	
	23	<p><b>Environmental Management Records</b></p> <p><b>A. General activities.</b></p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident</p> <p>1 Significant correspondence and supporting documents</p> <p>2 General/routine correspondence</p> <p>3 Baseline documents produced internally or received from external sources (<i>e g</i>, life-cycle assessments, Initial Baseline Tank Integrity Testing Reports, Environmental Resource Documents, noise measurements, <i>etc</i> )</p> <p style="padding-left: 20px;">a Documents periodically updated</p> <p style="padding-left: 20px;">b Documents not periodically updated</p> <p>4 Recurrent and periodic reports (<i>e g</i>, daily and monthly), such as SARA 313</p> <p>5 Annual, final and summary reports, such as SARA 311/312</p>	<p>CUT OFF ANNUALLY DESTROY 10 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER SEE ALSO NOTE 3</p> <p>CUT OFF ANNUALLY DESTROY 3 YEARS AFTER CUTOFF SEE ALSO NOTE 3</p> <p>DESTROY 3 YEARS AFTER SUPERSEDED OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER</p> <p>CUT OFF ANNUALLY DESTROY 3 YEARS AFTER CUT- OFF OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER</p> <p>CUT OFF ANNUALLY DESTROY 3 YEARS AFTER CUTOFF SEE ALSO NOTE 3</p> <p>CUT OFF ANNUALLY DESTROY AFTER 25 YEARS OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER SEE ALSO NOTE 3</p>

6 Chemical inventory	DESTROY AFTER SECOND PERIODIC UPDATE OF MASTER LIST SEE ALSO NOTE 3
7 Material safety data sheets (MSDs)	DESTROY 75 YEARS AFTER EITHER MATERIAL IS NO LONGER USED AT THE INSTALLATION OR THE MSDS IS SUPERSEDED, WHICHEVER COMES FIRST
8 Asbestos and radioactive and hazardous material inspection, monitoring, and corrective actions	CUT OFF ANNUALLY DESTROY WITH CONCURRENCE OF CENTER OR NASA COUNSEL'S OFFICE 75 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER
9 Waste manifests	CUT OFF ANNUALLY DESTROY WITH CONCURRENCE OF CENTER OR NASA COUNSEL'S OFFICE 75 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER
10 Plans and procedures (e.g. Spill Prevention, Control & Countermeasure Plan, etc.)	DESTROY 5 YEARS AFTER ISSUANCE OF A NEW PLAN OR PROCEDURE SEE ALSO NOTE 3
11 Permits and application packets	DESTROY AFTER SECOND REISSUANCE OF PERMIT OR 10 YEARS AFTER PERMIT EXPIRES OR IS CANCELLED SEE ALSO NOTE 3
12 Agreements with Federal, state and local environmental agencies that are not permits but impose obligations upon NASA (e.g., Memoranda of Agreement)	DESTROY WITH CONCURRENCE OF CENTER OR NASA COUNSEL'S OFFICE 5 YEARS AFTER AGREEMENT EXPIRES OR IS CANCELED OR SUPERSEDED, OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER
13 Environmental Management System records (e.g., Environmental Functional Review reports)	
a Documents periodically updated	DESTROY 3 YEARS AFTER SUPERSEDED OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER
b Documents not periodically updated	CUT OFF ANNUALLY DESTROY 3 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER

**B. Specific programs, projects and incidents**

Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or

local environmental protection statutes, regulations, and Executive Orders including , but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities

- 1 Records vital to understanding project/incident start to finish Excludes records described in B 2, B 3 and B 4 See examples in Note 1
  - a Programs, projects, and incidents whose impact on the environment is such that some knowledge about them will always be of value
  - b Projects and incidents with long-term environmental impact, such as hazardous waste disposal
  - c Routine and recurrent projects and incidents (e g , Record of Environmental Consideration associated with a Categorical Exclusion, records related to minor spills of hazardous materials or waste)
- 2 Waste manifests (If waste manifest is not part of a specific program, project or incident, but rather part of on-going environmental monitoring, use item A 9 instead of this item )
  - a Programs, projects, and incidents as described in item B 1 a
  - b Projects and incidents as described in items B 1 b and B 1 c
- 3 Permits and application packets
- 4 Agreements with Federal, state and local environmental agencies that are not permits but impose obligations upon NASA (e g , Memoranda of Agreement)

\* PERMANENT \*  
TRANSFER TO NARA 7 YEARS AFTER PROGRAM, PROJECT, OR INCIDENT CLOSES SEE ALSO NOTES 3 AND 4

DESTROY 75 YEARS AFTER PROGRAM, PROJECT OR INCIDENT CLOSES, OR WHEN THE OFFICE OF GENERAL COUNSEL DETERMINES RECORDS ARE NO LONGER NEEDED, WHICHEVER IS LATER SEE ALSO NOTES 3 AND 4

DESTROY WHEN 10 YEARS OLD SEE ALSO NOTE 3

\* PERMANENT \*  
TRANSFER TO NARA WITH RECORDS IN ITEM B 1 a

APPLY RETENTION OF ITEM A 9

APPLY RETENTION OF ITEM A 11

APPLY RETENTION OF ITEM A 12

	<p>5 Records not vital to long-term understanding of the program/project/incident start to finish Records include, but are not limited to administrative records See examples in Note 2</p> <p><b>C. Copies of any records covered in Items 1 and 2 above.</b></p>	<p>DESTROY WHEN 10 YEARS OLD SEE ALSO NOTE 3</p> <p>DESTROY WHEN NO LONGER NEEDED</p>														
<p><b>Note 1 Examples of records</b></p> <table border="0"> <tr> <td>Significant correspondence</td> <td>Environmental Assessment (EA)</td> </tr> <tr> <td>Permit Applications</td> <td>Environmental Impact Statement (EIS)</td> </tr> <tr> <td>Permits</td> <td>Environmental impact assessments</td> </tr> <tr> <td>Summary (e g quarterly, annual) and final reports</td> <td>Finding of No Significant Impact (FONSI)</td> </tr> <tr> <td>Analytical reports</td> <td>Determination of historic significance and supporting documentation</td> </tr> <tr> <td>Statement of Work (SOW)</td> <td></td> </tr> <tr> <td>Record of Decision (ROD)</td> <td></td> </tr> </table>			Significant correspondence	Environmental Assessment (EA)	Permit Applications	Environmental Impact Statement (EIS)	Permits	Environmental impact assessments	Summary (e g quarterly, annual) and final reports	Finding of No Significant Impact (FONSI)	Analytical reports	Determination of historic significance and supporting documentation	Statement of Work (SOW)		Record of Decision (ROD)	
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<p><b>Note 3</b> Retention period under any of these items may be lengthened to comply with state or local statutes and regulations</p>																
<p><b>Note 4</b> For facilities projects and programs, the close of the project or program occurs at the transfer or disposal of the facility For missions and flight programs and projects, the close of the program or project occurs when the activity no longer has the potential for measurable environmental effect on the Earth or its atmosphere For incidents (primarily remediation activities), the close of the incident occurs when active remediation and any required monitoring have been completed and final approvals from regulators have been obtained</p>																