

SCHEDULE 7

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

1
[7000]
(N 24-11)

R&D CORRESPONDENCE FILES

Record copies of correspondence relating to management and operation of a laboratory or a program office. These are housekeeping files and do not include the official program or project files.

RETIRE TO FRC 1 YEAR AFTER COMPLETION OR CANCELLATION OF THE PROGRAM. DESTROY WHEN 5 YEARS OLD.

2
[7000]
(N 24-9)

R&D PROJECT CONTROL FILES

Copies of documents contained in project case files, preliminary sketches, drawings, specifications, and photographs determined by competent scientific and technical personnel not to be of sufficient value for incorporation into project case file, and correspondence concerning such administrative matters as travel, conferences, consultations, and transmittal of documents.

A. Director's office at performing field installation and Headquarters program offices.

RETIRE TO FRC 2 YEARS AFTER COMPLETION, RENEWAL, TERMINATION OR CANCELLATION OF THE PROJECT. DESTROY WHEN 10 YEARS OLD.

B. Office of laboratory chiefs and directors supervising R&D projects.

DESTROY 2 YEARS AFTER COMPLETION, RENEWAL, TERMINATION, OR CANCELLATION OF THE PROJECT, OR EARLIER IF NO LONGER NEEDED.

C. All other copies.

DESTROY WHEN OBSOLETE OR SUPERSEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER

3
[7000]

R&D SOURCE DATA FILES

Punch cards, electronic tape, or comparable media used to collect and assemble data of a preliminary or intermediate character generated from such processes as experiments or observations of a routine, repetitive nature, and used for reference in arriving at determinations in the conduct of research projects.

DESTROY WHEN DETERMINED BY COMPETENT AGENCY RESEARCH PERSONNEL THAT DATA HAS SERVED ALL RESEARCH PURPOSES. SCHEDULES 2 (ELECTRONIC MEDIA) AND 8 (PROGRAM MANAGEMENT) PROJECT-ADDITIONAL DISPOSITION GUIDELINES FOR SOME SERIES OF RECORDS.

*Withdrawn
pending NAS
study*

SCHEDULE 7

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

4
[7020]
(N 24-1)

R&D LONG RANGE PLANNING FILES

Documents involving the establishment of schedules to achieve NASA's long range research and development objectives, the formulation of new concepts and requirements in R&D for planning purposes and similar matters. Included are R&D long range plans, R&D forecasts, documents reflecting the evolution of these plans or forecasts, and documents contributing to the development of the plans or forecasts.

A. Headquarters offices performing the NASA-wide staff responsibility and office responsible for preparation of the plan and forecast.

* PERMANENT *
RETIRE TO FRC 5 YEARS
AFTER SUPERSESSION OR
COMPLETION. TRANSFER TO
NARA WHEN 10 YEARS OLD.

~~B. Contributing offices (Headquarters and field installations).~~

~~DESTROY 5 YEARS AFTER
SUPERSESSION OR COMPLETION.~~

C. All other offices/copies.

DESTROY 2 YEARS AFTER
SUPERSESSION OR COMPLETION.

5
[7100]
(N 25-6)

R&D PROJECT FILES - PLANNING AND APPROVAL FINAL REPORTS AND COMPLETED PROJECTS - SEE SCHEDULE 8

A. REPORTS

Reports prepared by the project manager or other project personnel, containing information about project progress and research, development, test, and evaluation tasks, including the identification, time phasing, requirements, and other information about planning and approval of the project and associated activities and findings.

1. PUBLISHED REPORTS

(a) Installations' office of primary responsibility will maintain one official record copy of each report which is published together with papers showing inception, scope, and background, including coordination papers and comments.

* PERMANENT *
RETIRE TO FRC AT END OF
FISCAL YEAR IN WHICH
DOCUMENT IS PUBLISHED.
TRANSFER TO NARA WHEN
20 YEARS OLD.

NOTE: Reference copies may be maintained for related work.

~~(b) Working papers such as notes, rough drafts, galley proofs, background reports, and other such papers.~~

~~DESTROY 1 YEAR AFTER
DOCUMENT IS PUBLISHED.~~

change

2. UNPUBLISHED REPORTS

Installations' office of primary responsibility will mark and maintain one official record copy of each report that is written and circulated for NASA use but is not published in a "formal" series of reports for general or public dissemination.

RETIRE TO FRC WITHIN 2
YEARS AFTER COMPLETION OF
RELATED PROJECT. DESTROY
WHEN 20 YEARS OLD.

new

3. Program | Project Documentation

A. Records that document management decisions and rationale for the establishment of a program | project office.

PERMANENT. Retire to FRC
when 2 years old. Transfer to
NARA when 20 years old.

B. All other records

Destroy when one year old.

SCHEDULE 7

**ITEM
[UFI#]**

DESCRIPTION OF RECORD SERIES

**MINIMUM
RETENTION**

5 CONTINUED: R&D PROJECT FILES - PLANNING AND APPROVAL

(N 24-4) B. TECHNICAL REPORTS

These records consist of one copy of each preliminary, progress, or final R&D technical report or publication prepared or issued by a field installation or activity, or received from their respective contractor(s).

- 1. Office of primary responsibility will maintain one record copy of each publication (marked "Official Copy") together with related papers showing inception, scope, and background. * PERMANENT *
DOCUMENT MAY BE RETIRED TO FRC 1 YEAR AFTER PUBLICATION. TRANSFER TO NARA WHEN 25 YEARS OLD.

- ~~2. Other copies maintained for reference by any office, including all technical reports published and distributed by or for the Scientific and Technical Information function. SEND TO INSTALLATION LIBRARY FOR DESTRUCTION WHEN NO LONGER NEEDED FOR REFERENCE.~~

new

C. PROJECT LISTS

Lists, card indexes, or other media reflecting in a comprehensive manner individual projects administered by the agency.

DESTROY WITH RELATED PROJECT RECORDS. SEE A. AND D. OF THIS ITEM, AND ITEM 6 OF THIS SCHEDULE

(N 25-2) D. PLANNING FILES

Official record set of the Project Development Plan, General Test Plan, System Safety Plan, Data Management Plan, Quality and Reliability Plan, Transportation Plan, Configuration Control Plan, Logistics Plan, and all other project planning documents. Documentation included may consist of concept, definition, design and development, evaluation, and operation data/records.

- 1. Official record set as maintained either by the office of primary responsibility or the project office. * PERMANENT *
RETIRE TO FRC WITHIN 1 YEARS AFTER COMPLETION, CANCELLATION, OR TERMINATION OF RELATED PROJECT. TRANSFER TO NARA 10 YEARS AFTER SUBJECT ACTION OR WHEN 25 YEARS OLD, WHICHEVER IS SOONER.

*10/19/95
cjs*

- ~~2. Other working/reference copies and offices. DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR ON COMPLETION OF THE PROJECT, WHICHEVER IS SOONER.~~

**(N 1-9a) E. ADMINISTRATIVE - R&D
(N 24-18)**

Administrative operations files, correspondence concerning routine or temporary administrative matters.

DESTROY WHEN 2 YEARS OLD.

SCHEDULE 7

ITEM
[UFI #1]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

6
[7100]
(N 24-2)

R&D PROGRAM MANAGER CONTROL FILES

These files reflect the control of research, development, procurement, and production of those equipment systems, which because of total cost, technical complexity, or number of project components, are required to have special or "program" management. These files, as such, are accumulated only by offices of those program managers who rely on other installations to contract for, and directly supervise, the technical and engineering aspects of the system.

~~(ALSO SEE SCHEDULE 5 - ITEM 37 - GRANT FILES)~~

24/2 change
* PERMANENT *
RETIRE TO FRC 2 YEARS
AFTER COMPLETION,
CANCELLATION, TERMINATION, OR
SUSPENSION OF THE PROGRAM.
TRANSFER TO NARA 10 YEARS
AFTER SUBJECT EVENT OR WHEN
25 YEARS OLD WHICHEVER IS
SOONER.

7
[7100]

EARTH OBSERVATIONS COMMERCIAL APPLICATIONS PROGRAM (EOCAP) (SSC ONLY)

Stennis Space Center (SSC) manages, on behalf of NASA Office of Commercial Programs, an applications program, EOCAP, designed to develop commercial interest for NASA-developed Remote sensing technology. Proposals are received at NASA Headquarters as a part of a NASA Research Announcement (NRA). Selected proposals (projects) are transferred to SSC for general program management. Proposal files consist of the proposal (as received), funding documentation, deliverables, and schedules. Files are kept in the following format/organization:

A. EOCAP I PROPOSALS

1. Selected proposals, scores, evaluations, recommendations, and funding information.
2. Proposals not selected.

FUNDED PROPOSAL FILES WILL BE
INCORPORATED INTO EOCAP I
CONTRACT FILES.

DESTROY WHEN 1 YEAR OLD.

B. EOCAP I CONTRACTS

Records include materials generated during proposal selection, Item A.

DESTROY CONTRACT FILE 3 YEARS
AFTER COMPLETION OF PHASE I.
(THIS INCLUDES RECORDS
INCORPORATED FROM a. ABOVE)

C. EOCAP I REPORTS

Records consist of both quarterly and annual reports.

DESTROY REPORTS 3 YEARS AFTER
COMPLETION OF PHASE I.

D. EOCAP I ADMINISTRATION/REVIEWS

Records consist of administrative correspondence and communications; including program reviews and other related activities.

DESTROY 3 YEARS AFTER
COMPLETION OF PHASE I.

E. EOCAP II RECORDS

EOCAP II records follow the same procedures and disposition instructions as EOCAP I except for EOCAP II proposals which are incorporated into the contract file for follow-on work to EOCAP I contracts, unless they are a separate contract.

SEE ABOVE ITEMS FOR DISPOSITION
INSTRUCTIONS; PHASES CHANGE
TO REFLECT NEW PROGRAM, I.E.,
DESTROY CONTRACTS 3 YEARS
AFTER COMPLETION OF PHASE II.

SCHEDULE 7

ITEM
[UF1#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

8
[7100]

NASA RESEARCH ANNOUNCEMENTS (NRS) - new

Records consist of announcements encouraging the submission of research proposals. These announcements are usually made in circulated notices and letters, such as Space Science Notices, Applications Notices, and "Dear Colleague" letters. Selection of proposal has been made following peer or scientific (see Item 9 of this schedule) review of the proposals.

TRANSFER ALL FILES TO THE RESPONSIBLE DIVISION/PROJECT 2 YEARS AFTER AWARD. RECORDS WILL BE INCORPORATED INTO THE OFFICIAL PROJECT FILE, OR GRANT/CONTRACT FILE.

9
[7100]

R&D PEER REVIEW AND EVALUATIONS - new

A. EXTERNAL REVIEWS

Investigative reports of peer reviews and evaluations, which may include but are not limited to "Dear College" letters concerning the feasibility of performing and acquiring the services of, or the performance of an unsolicited proposal from researchers and/or scientists.

1. Reports and proposals resulting in a project.

FILE DOCUMENTATION WITH THE RELATED GRANT OR CONTRACT FILE; DESTROY ACCORDINGLY.

2. Reports and proposals not selected or rejected proposals.

RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 5 YEARS OLD.

B. INTERNAL REVIEWS

Reports of peer reviews and evaluations including, but not limited to, proposals, slides/charts, letters, and a chairman's summary report concerning the research being performed by a specific group/individual of researchers and/or scientists.

1. Accepted proposals resulting in a project.

FILE WITH RELATED CASE FILE (GRANT OR CONTRACT), DESTROY ACCORDINGLY.

2. Rejected proposals.

RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 5 YEARS OLD.

10
[7120]
(N 7-4)

PROJECT APPROVAL DOCUMENTS (PAD)

Authorizations to initiate and carry out the project(s) within the scope defined in the PAD and within available allotted funds.

A. HEADQUARTERS

* PERMANENT *
RETIRE FILES BY FISCAL YEAR TO FRC WHEN NO LONGER NEEDED FOR ACTIVE REFERENCE OR WHEN 8 YEARS OLD, WHICHEVER IS SOONER. TRANSFER TO NARA WHEN 25 YEARS OLD.

~~B. FIELD INSTALLATION~~

~~DESTROY ANNUAL ACCOUNTS WHEN 2 YEARS OLD, AND NO YEAR ACCOUNTS WHEN 5 YEARS OLD.~~

SCHEDULE 7

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~11~~ **MANAGEMENT PROJECT FILES**

~~[7120]
(N 1-31)~~

~~Surveys, analytical studies, background papers, notes, data, interim reports, final reports, and related papers pertaining to administrative functions.~~

~~RETIRE TO FRC 3 YEARS AFTER COMPLETION, TERMINATION, OR CANCELLATION OF PROJECT. DESTROY WHEN 7 YEARS OLD.~~

12 **R&D SPECIFICATION FILES**

[7121]
(N 24-6)

Preliminary, experimental, and final specifications created in connection with engineering projects. Arrange by specification number or by project.

A. Office delegated responsibility for maintenance of official record sets.

* PERMANENT *
RETIRE TO FRC WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 5 YEARS OLD WHICHEVER IS LATER. TRANSFER TO NARA WHEN 15 YEARS OLD.

~~B. All other offices/copies.~~

~~DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.~~

~~13~~ **PUBLIC REACTIONS TO ESTABLISHMENT OF MAJOR PROJECTS**

~~[7120]
(N 18-17)~~

~~Correspondence with citizens, including municipal offices, expressing interest in or opposition to establishment of new field centers or new NASA construction programs. This correspondence usually cites adverse impacts upon the community.~~

~~DESTROY 3 YEARS AFTER SELECTION OF SITE OR ABANDONMENT OF SITE SURVEY OR AFTER INCEPTION OF NEW PROGRAM WHICHEVER IS SOONER.~~

14 **RESEARCH AND TECHNOLOGY OBJECTIVES AND PLANS (RTOP) - change**

[7150]
(N 24-3)

Documents consist of, and are used for, management review and control of research currently in progress. RTOPs are designed to facilitate communication and coordination among technical personnel and to expedite the technology transfer process. RTOPs are arranged in 5 sections consisting of the following: 1) citations and summaries of the RTOPs listed in ascending number order; 2) Subject indexes listing in alphabetical order main subject headings by which RTOPs have been identified; 3) Technical monitor index listing individuals responsible for RTOPs; 4) Responsible NASA organization index listing the NASA organization which developed the RTOPs contained in the Journal; and, 5) RTOP number index providing a cross-index from the RTOP number assigned by the responsible NASA organization to the corresponding accession number assigned sequentially to the RTOPs in the Summary.

A. INSTALLATIONS - Office of Primary Responsibility

PERMANENT. Transfer to NARA when DESTROY WHEN 5 YEARS OLD. 20 years old.

B. HEADQUARTERS - Secretariat Office (Comptroller)
(Records include Development & Operations Reports.)

* PERMANENT *
RETIRE TO FRC WHEN 4 YEARS OLD. TRANSFER TO NARA WHEN 30 YEARS OLD.

C. All other offices/copies.

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

SCHEDULE 7

<u>ITEM</u> <u>[UFI#]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
15 [7150] [8080] (N 24-10)	R&D INSTALLATION TEST SCHEDULING - <i>change</i> Documents used by testing units to authorize, schedule, and control project testing and evaluation of models or prototypes in specialized facilities, such as wind tunnels, materials test laboratories, etc. Included are copies of project orders, copies of operating schedules, critical events, feeder reports, and related papers.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD.
16 [7170] PASR	HUMAN EXPERIMENTAL AND RESEARCH DATA RECORDS - NASA 10 HERD Records in this system consists of data obtained in the course of an experiment, test, or research medical data from inflight records; other information collected in connection with an experiment, test, or research. Included in this system of records is information about individuals who have been involved in space flight, aeronautical research flight, and/or participated in NASA tests or experimental or research program; Civil Service employees, military, employees of other government agencies, contractor employees, students, human subjects (volunteer or paid), and other volunteers on whom information is collected as part of an experiment or study. <i>[See Note 1]</i>	ASTRONAUT RECORDS - SEE SCHEDULE 8. GROUND TEST AND RESEARCH DATA ARE RETAINED FOR VARYING PERIODS OF TIME DEPENDING ON THE NEED FOR USE OF THE FILES, AND ARE DESTROYED OR OTHERWISE DISPOSED OF WHEN NO LONGER NEEDED, EXCEPT THAT SIGNIFICANT MEDICAL DATA WILL BE HANDLED IN ACCORDANCE WITH OPM REGULATIONS AND NASA SCHEDULE 1.
17 [7230]	INSTITUTIONAL OPERATING PLAN (IOP) - <i>new</i> Records in this series are used for the proposed operation plan for particular fund sources related to R&PM money. It is a part of the semi-annual budget cycle and is considered working papers for the program/project offices in the budgetary planning process, usually for the current year and next year monies.	DESTROY WHEN 5 YEARS OLD.
18 [7320] (N 24-5)	DRAWINGS - R&D FACILITIES FILES Preliminary, experimental, final design, and "as built" drawings created in connection with research and development projects, including reduced-size offset prints and aperture cards. Arrange by drawing number or by project.	* PERMANENT * RETIRE TO FRC WHEN 5 YEARS OLD. IF FILED BY PROJECT, TRANSFER AFTER COMPLETION. TRANSFER TO NARA WHEN 25 YEARS OLD.
	A. Office delegated responsibility for maintenance of official record set.	DESTROY WHEN NO LONGER NEEDED OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. HARD COPIES MAY BE RETIRED TO FRC WHEN 5 YEARS OLD AND DESTROYED WHEN 10 YEARS OLD.
	B. Hard copies if maintained on aperture cards.	DESTROY WHEN OBSOLETE, SUPERSEDED, OR NO LONGER NEEDED FOR REFERENCE, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.
	C. All other copies and offices.	DESTROY WHEN OBSOLETE, SUPERSEDED, OR NO LONGER NEEDED FOR REFERENCE, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.

Note: See Schedule 8 for medical records on test subjects.

SCHEDULE 7

ITEM [UFI] #1	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
19 [7400] [9300] (N 7-9)	FINANCIAL REPORTS - CONTRACTS AND GRANTS Consolidated agency-wide reports of financial and statistical data covering NASA contracts and grants. A. Headquarters. OPR Copy 1. June issue: 2. All other issues: B. All other copies/offices.	PERMANENT RETIRE TO FRC 1 YEAR AFTER THE CLOSE OF THE FISCAL YEAR TO WHICH THEY PERTAIN. TRANSFER TO NARA 10 YEARS AFTER FISCAL YEAR TO WHICH THEY PERTAIN. [N1-255-94-2] Destroy DESTROY 2 YEARS AFTER THE FISCAL YEAR TO WHICH THEY PERTAIN. DESTROY AS SOON AS ACTIVE REFERENCE VALUE CEASES OR WHEN 2 YEARS OLD WHICHEVER IS SOONER.
20 [7400] (N 7-3)	ALLOTMENT OF FUNDS (504s) Allotment of funds and memoranda concerning decisions on funding levels and changes. A. Headquarters. B. Field Installations.	* PERMANENT * RETIRE TO FRC WHEN 3 YEARS OLD FOR ANNUAL ACCOUNTS AND 5 YEARS FOR NO YEAR APPROPRIATIONS. TRANSFER TO NARA WHEN 10 YEARS OLD. DESTROY ANNUAL ACCOUNTS WHEN 3 YEARS OLD AND NO YEAR ACCOUNTS WHEN 5 YEARS OLD.
21 [7400] [7410] (N 7-8)	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES - change A. Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule. B. Recurring reports of scientific research and development activities. 1. Headquarters. 2. All other copies/offices. C. Special studies. 1. Headquarters.	DESTROY WHEN 2 YEARS OLD. [GRS 5-1 (88)] RETIRE 1 COPY OF EACH REPORT TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 8 YEARS OLD. DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD, WHICHEVER IS SOONER. * PERMANENT * RETIRE 1 COPY OF EACH REPORT TO FRC WHEN STUDY BECOMES INACTIVE. TRANSFER TO NARA WHEN 15 YEARS OLD.

SCHEDULE 7

<u>ITEM</u> <u>[UFI#]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
21 [7400] [7410]	CONTINUED: BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	
	C. Continued:	
	2. All other copies/offices.	DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD WHICHEVER IS SOONER.
(N 7-2)	D. Apportionment and reapportionment schedules and memoranda schedules proposing obligations, transfers, etc., under each appropriation.	
	1. Headquarters.	DESTROY 2 YEARS AFTER THE CLOSE OF THE FISCAL YEAR. [GRS 5-4 (88)]
	2. All other copies/offices.	DESTROY WHEN NO LONGER NEEDED OR 2 YEARS AFTER CLOSE OF FISCAL YEAR, WHICHEVER IS SOONER. [GRS 5-4 (88)]
	E. Budget report files consisting of periodic reports on the status of appropriation accounts and apportionment.	
	1. Annual report (end of fiscal year).	DESTROY WHEN 5 YEARS OLD. [GRS 5-3a (88)]
	2. All other copies/offices.	DESTROY 3 YEARS AFTER THE END OF THE FISCAL YEAR. [GRS 5-3b (88)]
(N 7-6)	F. Background working papers, cost statements, rough data, and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.	DESTROY 1 YEAR AFTER THE CLOSE OF THE FISCAL YEAR COVERED BY THE BUDGET. [GRS 5-2 (88)]
(N 7-1)	G. Budget estimates and justification files.	
	1. Copies of budget estimates and justifications prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data.	* PERMANENT * RETIRE TO FRC BY FISCAL YEAR WHEN NO LONGER NEEDED FOR ACTIVE REFERENCE OR WHEN 10 YEARS OLD. TRANSFER TO NARA WHEN 20 YEARS OLD.
	2. Working copies, background materials, all other office/copies.	SEE ITEM F. OF THIS SCHEDULE.

SCHEDULE 7

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
22 [7600]	PROGRAM/PROJECT OPERATING PLAN (POP) Associate Administrator and center program resources offices periodic request(s) for resource requirements against the proposed budget/planning for a particular project. Included are working papers in the program/project office used in budget planning.	DESTROY WHEN 5 YEARS OLD.
23 [7620] (N 1-40)	PROGRAM/PROJECT NAME FILES - change Documents relating to the assignment of popular names to projects and major items of equipment (i.e. Shuttle orbiters, satellites, etc.). Included are correspondence concerning proposed names, minutes of meetings of Project Designation Committees, coordinating actions on the proposed names, approvals, and all other related documentation/materials. A. Case files of the Associate Administrator for Public Affairs (Headquarters) and any Headquarters office or installation responsible for proposing projects to be named and recommending names. B. All other offices/copies.	* PERMANENT * RETIRE CASE FILES TO FRC WHEN 3 YEARS OLD. TRANSFER TO NARA WHEN 20 YEARS OLD. DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 2 YEARS OLD, WHICHEVER IS SOONER.
24 [7830] (N 7-5) <i>Withdrawn</i>	RESOURCES AUTHORITY WARRANTS Authorizations to utilize a stated amount of resources available to the Agency (funds and/or personnel complement) for the execution of approved NASA projects and activities, such as a 506 (original and sub-authorities). A. <u>HEADQUARTERS</u> (OPR) B. <u>FIELD INSTALLATIONS</u> (OPR) C. <u>ALL OTHER OFFICES/COPIES.</u>	DESTROY WHEN 10 YEARS OLD. EARLIER DESTRUCTION IS AUTHORIZED IF NO LONGER NEEDED FOR REFERENCE OR AGENCY USE. DESTROY ANNUAL ACCOUNTS WHEN 3 YEARS OLD AND NO YEAR ACCOUNTS WHEN 5 YEARS OLD. DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER.

SCHEDULE 7

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

25
[7900]

AIRCRAFT FILES - new

A. AIRBORNE DATA ACQUISITION

These are files that are maintained at the Aircraft Management Office, Headquarters and at Field Installations. Typically files include information with respect to aircraft operations, cost, scheduling and tasking, usually relating to remote sensing research. [SEE NOTE₁]

1. General correspondence.

DESTROY WHEN 5 YEARS OLD.

2. Financial reports.

DESTROY 2 YEARS AFTER THE FISCAL YEAR OF THE REPORT.

3. Flight schedules.

DESTROY 1 YEAR AFTER THE FLIGHT SEASON.

4. Job orders.

DESTROY 2 YEARS AFTER EXPIRATION.

B. MAINTENANCE RECORDS (CURRENT/HISTORICAL)

Records in this series include maintenance records for various aircraft located at NASA facilities. These records also may include some blueprints and sketches of parts used on the various aircraft that are in the inventory.

RETIRE RECORDS TO ON-SITE STORAGE FOR 1 YEAR AFTER CLOSE OF FILE OR WHEN NO LONGER NEEDED. RECORDS WILL BE KEPT ON-SITE AS LONG AS AIRCRAFT IS IN AGENCY INVENTORY. IF AIRCRAFT IS TRANSFERRED TO ANOTHER AGENCY, TRANSFER RECORDS WITH AIRCRAFT. IF AIRCRAFT IS OTHERWISE DISPOSED OF OR DESTROYED, RECORDS WILL EITHER BE DESTROYED AT THAT TIME, WHEN NO LONGER NEEDED, OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER.

C. PLATFORM AIRCRAFT - OPERATIONAL (ARC ONLY)

1. Transferred Aircraft Records (hand copies and electronic copies).

TRANSFER ASSOCIATED RECORDS WITH THE AIRCRAFT WHEN IT LEAVES AGENCY INVENTORY. THIS INCLUDES TRANSFER OR DONATION TO A MUSEUM OR OTHER SUCH INSTITUTION.

2. Aircraft no longer in inventory (non-current/inactive) (hard copies and electronic copies).

DESTROY RECORDS ASSOCIATED WITH THE SPECIFIC AIRCRAFT WHEN IT IS DESTROYED, DISMANTLED, OR CANNIBALIZED AND NO LONGER ON THE AGENCY INVENTORY, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.

NOTE₁: *These files DO NOT include maintenance records which are maintained under a separate contract.*

SCHEDULE 7

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

25
[7900]

CONTINUED: AIRCRAFT FILES

C. PLATFORM AIRCRAFT - OPERATIONAL

3. Current/active aircraft maintained in agency inventory.
OPR: Code OMM, Medium Altitude Missions Office within
the Sciences and Applications Aircraft Division.

RETAIN ORIGINAL ON-SITE AT ARC
WITH AIRCRAFT. EITHER
TRANSFER RECORDS WITH
ASSOCIATED PLANE OR DESTROY
WHEN PLANE IS NO LONGER
MAINTAINED IN THE INVENTORY,
AS APPROPRIATE. (SEE ITEM b.
ABOVE).

4. CAD System

RECORDS MAY BE DELETED WHEN
5 YEARS OLD OR WHEN AIRCRAFT
LEAVES THE AGENCY INVENTORY,
WHICHEVER IS SOONER.

5. All other offices/copies.

DESTROY WHEN OBSOLETE, OR
WHEN NO LONGER NEEDED FOR
REFERENCE OR WHEN 5 YEARS
OLD, WHICHEVER IS SOONER

END OF SCHEDULE

ITEM [UF]#]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
1 [8000] (N 17-47)	DEFENSE INDUSTRIAL PLANT EQUIPMENT CENTER (DIPEC) LOAN	DESTROY 1 YEAR AFTER COMPLETION OF LOAN.
2 [8000] (N 20-9)	TOOL DRAWING FILES A. Vellums, original drawings, and tracings used in the manufacture of individual components, with related records or comparable documents maintained as a record of tool design and to facilitate reference to the drawings. B. All other copies.	DESTROY WHEN SUPERSEDED OR OBSOLETE. DESTROY WHEN OBSOLETE OR SUPERSEDED OR WHEN 5 YEARS OLD WHICHEVER IS SOONER.
3 [8000] (N 25-9)	DATA FILES ON ORGANIC MATERIALS USED IN CONSTRUCTION OF PLANETARY SPACECRAFT Documentation produced by installations, contractors, subcontractors, and other suppliers, for research and development projects related to planetary flight mission hardware, which includes information relative to the organic materials used on spacecraft destined for planetary landing. Documentation shall include all listings, drawings, test results, parts lists, and specifications pertinent to the organic materials content of the spacecraft as flown	RETIRE TO FRC AT END OF MISSION, OR WITHIN 6 MONTHS AFTER LAUNCH, WHICHEVER IS SOONER. RETAIN FOR 20 YEARS THEN REVIEW WITH NASA'S PLANETARY QUARANTINE OFFICER FOR AUTHORIZATION TO DESTROY.

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

4 **R&D CORRESPONDENCE FILES**

[8000]
(N 24-11)

A. GENERAL ADMINISTRATIVE

Records in this series consists of copies of correspondence and documentation relating to the administrative management and housekeeping operations of a laboratory or a program office. Files may include: Action/Suspense files; general correspondence; and, routine office actions and correspondence.

RETIRE TO FRC 1 YEAR AFTER COMPLETION, CANCELLATION, OR TERMINATION OF THE RELATED PROGRAM/PROJECT. DESTROY WHEN 5 YEARS OLD.
[N1-255-91-14]

LONG-TERM PROJECTS MAY RETIRE RECORDS TO FRC PRIOR TO THE ABOVE EVENTS. RETIRE RECORDS IN 5-YEAR BLOCKS, DESTROY WHEN 10 YEARS OLD. EARLIER DESTRUCTION MAY BE AUTHORIZED IF APPROVAL IS OBTAINED FROM THE CENTER DIRECTOR OR COGNIZANT PROJECT MANAGER/SCIENTIST.

B. PROJECT CORRESPONDENCE - OTHER

Correspondence relating to a project and not a part of the project manager's files. This series may include correspondence and files kept by offices subordinate to the project manager. These are not routine administrative/housekeeping files, they are miscellaneous project correspondence files.

RETIRE TO FRC 1 YEAR AFTER COMPLETION, CANCELLATION, OR TERMINATION OF THE PROJECT. DESTROY 5 YEARS THEREAFTER.

LONG-TERM PROJECTS MAY RETIRE RECORDS TO FRC PRIOR TO ABOVE EVENTS RETIRE RECORDS IN 5 YEAR BLOCKS AND DESTROY WHEN 25 YEARS OLD.
~~[N1-255-91-9]~~

C. All other offices/copies.

DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.
[N1-255-91-14]

5 **R&D PROJECT FILES - change**

[8000]
(N 25-1)

Records consist of the central file for each project office, EXCLUDING test results, maintained at the laboratory or comparable level. These records reflect a complete history of each project from initiation through research, development, design, and testing, to completion. They include (when created by agency personnel or received from contractors)--procurement files, consisting of a copy of each contract or agreement for research services with related modification, changes, or addenda; project authorization documents; TU application engineering documentation (where applicable); project cards; technical characteristics; test and trial results; drawings, specifications, and photographs considered to be essential to document design, modifications, and engineering development; technical and progress reports; notice of completion, cancellation, or termination; reference to the location of prototype models, films, or other items too bulky for inclusion in these files; and correspondence influencing the course of action taken on a project. Project case files usually consist of the series of records listed below. Each series should be filed separately if at all possible.

See attached revision.

A. CORRESPONDENCE

SEE ITEM 4 OF THIS SCHEDULE.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

5
[8000]

CONTINUED: R&D PROJECT FILES

B. OFFICE OF PRIMARY RESPONSIBILITY (OPR) FOR A PROJECT

R&D project office files relating to complex, especially significant, or unusually large projects, generally resulting in prototype flight equipment; and sometimes comprised of one or more the following file series in this item.

*** PERMANENT ***
RETIRE TO FRC WITHIN 2 YEARS AFTER COMPLETION OF RELATED PROJECT. TRANSFER TO NARA 15 YEARS AFTER COMPLETION OF PROJECT OR WHEN 25 YEARS OLD, WHICHEVER IS SOONER.

C. R&D PROCUREMENT FILES (Cost & Scheduling Files)

One copy of each R&D contract, grant, or agreement associated with the accomplishments of the project with changes, modifications, or addenda thereto. (THIS IS THE PROJECT OFFICE'S FILE, NOT THE PROCUREMENT OFFICE FILE)

RETIRE TO FRC UPON COMPLETION, CANCELLATION, OR TERMINATION OF PROJECT. DESTROY 5 YEARS AFTER DESIGNATED EVENT.

LONG-TERM PROJECTS MAY RETIRE RECORDS TO FRC PRIOR TO ABOVE EVENTS. RETIRE IN 5 YEAR BLOCKS, DESTROY WHEN 15 YEARS OLD. EARLIER DESTRUCTION MAY BE AUTHORIZED IF APPROVAL IS OBTAINED FROM THE CENTER DIRECTOR OR COGNIZANT PROJECT MANAGER/SCIENTIST.

D. R&D STATUS FILES

Documents reflecting the project managers master plan for research, development, and test of a designated equipment system. These plans are used as management tools and as a means of informing higher authority of the system's status. Included in these records are the project management master plans, superseded and obsolete parts of the plans, studies and reports used to keep the plan current, and related documents.

*** PERMANENT ***
RETIRE TO FRC WITHIN 2 YEARS AFTER COMPLETION OF RELATED PROJECT. TRANSFER TO NARA 15 YEARS AFTER COMPLETION OF PROJECT OR WHEN 25 YEARS OLD, WHICHEVER IS SOONER.

E. R&D PROJECT AUTHORIZATION FILES

Documents reflecting actions leading up to and including the authorization for initiation of a project. Included are Project Planning Documents (PPDs) and Project Authorization Documents (PADs).

*** PERMANENT ***
RETIRE TO FRC WITHIN 2 YEARS AFTER COMPLETION OF RELATED PROJECT. TRANSFER TO NARA 15 YEARS AFTER COMPLETION OF PROJECT OR WHEN 25 YEARS OLD, WHICHEVER IS SOONER.

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

5
[8000]

CONTINUED: R&D PROJECT FILES

F. R&D PROJECT SPECIFICATION AND DRAWING FILES

Copies of experimental, preliminary, and final drawings and specifications created in connection with the project.

- (1) Original drawings, such as Space Shuttle Program (SSP) projects.
- (2) Silver halide aperture cards of original drawings and/or microfilm of specifications.
- (3) All other copies of specifications/drawings.

DESTROY WHEN NO LONGER NEEDED OR WHEN 20 YEARS OLD WHICHEVER IS SOONER.

* PERMANENT *
TRANSFER TO NARA WHEN 20 YEARS OLD OR WHEN PROJECT IS COMPLETE, WHICHEVER IS LONGER.

DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED OR WHEN 10 YEARS OLD WHICHEVER IS SOONER.

G. R&D PROJECT TEST, ENGINEERING, AND EVALUATION FILES

1. Documents

Documents relating to the testing and evaluation of R&D items to make sure that design, technical and characteristics requirements are met and to provide information for corrective actions, research, environmental, engineering, service, and other test directives; plans and preliminary and final reports; firing reports; calculations, working papers; related correspondence; and comparable test data.

RETIRE TO FRC UPON COMPLETION, CANCELLATION, SUSPENSION, OR TERMINATION OF PROJECT. DESTROY WHEN 20 YEARS OLD. EARLIER DESTRUCTION MAY BE AUTHORIZED IF APPROVAL IS OBTAINED FROM THE CENTER DIRECTOR OR THE COGNIZANT PROJECT MANAGER.

LONG-TERM PROJECTS MAY RETIRE RECORDS IN THIS SERIES TO FRC PRIOR TO ABOVE EVENTS. RETIRE RECORDS IN 5 YEAR BLOCKS AND DESTROY WHEN 25 YEARS OLD.

2. Data on Electronic/Computer Media

See above description.
(This includes test and analyzed data)

TEST DATA TO BE INCORPORATED AND INCLUDED IN THE FINAL TEST REPORT; THEN DESTROY OR RECYCLE MEDIA.

3. Film (This is the same as Schedule 1-71 B.S.)

TRANSFER TO FRC 1 YEAR AFTER PROJECT COMPLETION, CANCELLATION, OR TERMINATION. DESTROY WHEN 5 YEARS OLD.

H. R&D PROJECT MEETING FILES

Copies of minutes of meetings, conferences, reports, trip reports, reports of consultations, and similar papers pertaining to the project.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR ADMINISTRATIVE USE OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

5
[8000]

CONTINUED: R&D PROJECT FILES

I. R&D PROJECT DATA LOCATION FILES

Cross references or notations as to the existence and location of scale models; experimental hardware, motion picture films, and comparable items which are not filed with the project files.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 20 YEARS OLD, WHICHEVER IS LONGER

J. R&D PROJECT REFERENCE REPORT FILES

Copies of each technical, progress, or test report issued, or received in connection with the project, including feasibility, cost effectiveness, contractor reports, etc.

* PERMANENT *
RETIRE TO FRC WITHIN 2 YEARS OF COMPLETION, TERMINATION, SUSPENSION, OR CANCELLATION OF RELATED PROJECT. TRANSFER TO NARA WHEN 15 YEARS OLD.

LONG-TERM PROJECTS MAY RETIRE RECORDS IN THIS SERIES TO FRC PRIOR TO ABOVE EVENTS. RETIRE RECORDS IN 5 YEAR BLOCKS. TRANSFER TO NARA WHEN 20 YEARS OLD.

K. R&D PROJECT REVIEW FILES

Records in this series consists of documentation or other media produced which document Preliminary Requirements Reviews, Preliminary Design Reviews, Critical Design Reviews, Configuration Inspections, Design Certification Reviews, Flight Readiness Reviews, and Post Flight Evaluations.

* PERMANENT *
RETAIN RECORDS ON-SITE FOR 5 YEARS. RETIRE TO FRC FOR 10 YEARS. TRANSFER TO NARA 15 YEARS AFTER SUBJECT EVENT (INCLUDING TERMINATION, CANCELLATION, OR SUSPENSION). RECORDS DETERMINED TO BE DUPLICATES, REFERENCE COPIES, OR BEING MAINTAINED IN ANOTHER NASA SERIES, MAY BE DISPOSED OF WHEN NO LONGER NEEDED.

L. R&D PROJECT TERMINATION FILES

Documents reflecting notices or authority for completion or termination of a project or task, such as technical committee action, or termination notice, indicating R&D work on a particular project or task has been completed.

* PERMANENT *
RETIRE TO FRC WITHIN 2 YEARS AFTER TERMINATION OR COMPLETION. TRANSFER TO NARA 10 YEARS AFTER SUBJECT EVENT OR WHEN 25 YEARS OLD WHICHEVER IS SOONER.

M. R&D FINAL REPORTS

Records in this series includes final reports for:
* Completed Projects
* Cancelled or Terminated Projects
* Suspended Projects

* PERMANENT *
RETIRE TO FRC UPON DESIGNATED EVENT. TRANSFER TO NARA 20 YEARS AFTER DESIGNATED EVENT.

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

5
[8000]

CONTINUED: R&D PROJECT FILES

N. R&D PROJECT OFFICE FILES - SUMMARIZED

R&D office files relating to relatively small research projects where data and results are summarized in a research report which is usually disseminated throughout NASA.

RETIRE TO FRC WITHIN 2 YEARS AFTER COMPLETION OF RELATED PROJECT. DESTROY WHEN 6 YEARS OLD. FILES NECESSARY FOR SUCCEEDING PROJECTS MAY BE TRANSFERRED TO THE NEW PROJECT'S FILES.

O. R&D PROJECT SCIENTISTS FILES

Project scientists files that are not duplicated in a central Project Office file or project case file. These should be transferred as an integral whole and should be considered an adjunct to the central Project office file.

* PERMANENT *
RETIRE TO FRC WITHIN 2 YEARS AFTER COMPLETION, TERMINATION, SUSPENSION, OR CANCELLATION OF THE PROJECT. TRANSFER TO NARA 10 YEARS AFTER DESIGNATED EVENT OR WHEN 25 YEARS OLD, WHICHEVER IS SOONER. IF RECORDS ARE NOT ACCEPTED BY NARA THEY WILL BE RETURNED TO THE AGENCY FOR DISPOSAL WHEN NO LONGER NEEDED.

P. R&D SPACECRAFT FILES - POST LAUNCH/ENGINEERING

Logs and data describing the operations and performance of the various functions of the spacecraft or satellite, revealing malfunctions, attitude, environmental conditions which may be used to check ongoing operations and to introduce engineering improvements into the design of late or similar spacecraft; this series includes reports, technical notes, microfilm plots, memoranda, correspondence, and related papers/documentation.

RETIRE TO FRC 1 YEAR AFTER COMPLETION OF PERFORMANCE PERIOD OF THE CRAFT OR 5 YEARS AFTER DATA COLLECTION OR AFTER 5 VEHICLE FLOWS. DESTROY 5 YEARS AFTER DESIGNATED EVENT.

Q. ALL OTHER COPIES

Offices maintaining working or reference copies of any of the above record series or R&D project papers/documentation.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE, OR UPON COMPLETION, TERMINATION, CANCELLATION, OR SUSPENSION OF THE PROJECT, OR WHEN 5 YEARS OLD WHICHEVER IS SOONER.

SCHEDULE 8**ITEM**
[UFI #]**DESCRIPTION OF RECORD SERIES****MINIMUM**
RETENTION**4**
[8000]
(N 24-11)**R&D CORRESPONDENCE FILES****A. GENERAL ADMINISTRATIVE**

Records in this series consists of copies of correspondence and documentation relating to the administrative management and housekeeping operations of a laboratory or a program office. Files may include. Action/Suspense files; general correspondence; and, routine office actions and correspondence.

RETIRE TO FRC 1 YEAR AFTER COMPLETION, CANCELLATION, OR TERMINATION OF THE RELATED PROGRAM/PROJECT. DESTROY WHEN 5 YEARS OLD [N1-255-91-14]

LONG-TERM PROJECTS MAY RETIRE RECORDS TO FRC PRIOR TO THE ABOVE EVENTS. RETIRE RECORDS IN 5-YEAR BLOCKS. DESTROY WHEN 10 YEARS OLD. EARLIER DESTRUCTION MAY BE AUTHORIZED IS APPROVAL IS OBTAINED FROM THE CENTER DIRECTOR OR COGNIZANT PROJECT MANAGER/SCIENTIST.
<DA: N1-255-94-3>

B. PROJECT CORRESPONDENCE - OTHER

Correspondence relating to a project and not a part of the project manager's files. This series may include correspondence and files kept by offices subordinate to the project manager. These are not routine administrative/housekeeping files, they are miscellaneous project correspondence files.

RETIRE TO FRC 1 YEAR AFTER COMPLETION, CANCELLATION, OR TERMINATION OF THE PROJECT. DESTROY 5 YEARS THEREAFTER.

LONG-TERM PROJECTS MAY RETIRE RECORDS TO FRC PRIOR TO ABOVE EVENTS. RETIRE RECORDS IN 5 YEAR BLOCKS AND DESTROY WHEN 25 YEARS OLD [N1-255-94-3]

C. All other offices/copies

DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. [N1-255-91-14]

5
[8000]
(N 25-1)**R&D PROJECT FILES**

These records reflect a complete history of each project from initiation through research, development, design and testing, to completion. Records in this series are typically maintained in a central file by the project office, which is considered the primary office of responsibility (OPR). Records designated for permanent retention will be clearly identified by the OPR and maintained separately from records considered temporary while in the custody of NASA. Selected case files are to be retired separately from other case files to the Federal Records Center (FRC).

Typical case files include, but are not limited to:

Incoming/outgoing correspondence and memoranda;
Procurement files (cost and scheduling),
Project Authorization Documents (PAD);
TU application engineering documentation (where applicable);
Project cards; Test and trial results;
Drawings, specifications, photographs, and videos;
Technical, status, and progress reports,
Notice of completion, cancellation, or termination,
Data location files; Project review files;
Final project records/reports.

NOTE. This series does not include test results maintained at NASA or contractor laboratories or comparable level. These records are covered by Item 17 of this Schedule.

SCHEDULE 8**ITEM**
[UFI#]**DESCRIPTION OF RECORD SERIES****MINIMUM**
RETENTION**5**
[8000]**CONTINUED: R&D PROJECT FILES****A. SELECTED PROJECT CASE FILES**

This series consists of records that are of particular significance for documenting NASA R&D projects. The following selection criteria will be used to determine if a project falls within this disposal authority.

PROJECTS THAT LEAD TO:

- ⊗ The discovery of new science, reveal new facts or concepts useful for future research, or confirm less firmly based existing bodies of knowledge;
- ⊗ Development of a "first of its kind" product or process;
- ⊗ Establish a precedent for significantly changing NASA research, agency policy, internal organization, or legislative action;
- ⊗ Contributes significant data that broadens knowledge in a field of science or substantively effects a key public policy issue;
- ⊗ Results in significant social, political, or scientific controversy;
- ⊗ Is subject to widespread national or international media attention or the subject of Congressional or agency scrutiny or investigation;
- ⊗ Results in a significant improvement in processing or production; and/or
- ⊗ Results in a significant net application of an existing product or process.

1. PERMANENT Records in this series include:

* PERMANENT *

[N 25-1a(2)]

R&D Status Reports

Documents reflecting the master plan for research, development, and test of a designated equipment system. Plans are used as a management tool and as a means of informing higher level management of the status. Included are project management master plans, superseded and obsolete parts of the plans, studies and reports used to keep the plan current, and related documents.

RECORDS MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD. TRANSFER TO NARA 15 YEARS AFTER COMPLETION OF THE PROJECT OR WHEN 25 YEARS OLD, WHICHEVER IS SOONER.

[N 25-1a(3)]

Authorization Files

Documents reflecting actions leading up to and including the authorization for initiation of a project. Included are: Project Planning Documents (PPD), Project Authorization Documents (PAD).

[N 25-1a(4)]

Specification and Drawing Files

Original drawings that have not been microfilmed OR silver halide aperture cards of original drawings and specifications that show experimental, preliminary, and final versions created in connection with the project. Original drawings that have been microfilmed (and microfilm has been verified in accordance with 36 CFR, Part 1230, §1230.14) are no longer considered the "archival" or permanent record and may be disposed of in accordance with B of this item or when no longer needed, whichever is sooner.

[N 25-1a(9)]

Reference Reports

Technical, progress, or test reports issued, or received in connection with the project including feasibility, cost, effectiveness, and contractor reports

[N 25-1a(10)]

Review Files

Documents or other media produced which document Preliminary Requirements Reviews, Preliminary Design Reviews, Critical Design Reviews, Configuration Inspections, Design Certification Reviews, Flight Readiness Reviews, and Post Flight Evaluations.

SCHEDULE 8

ITEM [UFI #]	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM RETENTION</u>
5 [8000]	CONTINUED: R&D PROJECT FILES	
[N 25-1a(11)]	<p>1. CONTINUED:</p> <p><u>Termination Files</u> Documents reflecting notices or authority for completion or termination of a project or task, such as technical committee action, or termination notice, indicating R&D work on a particular project or task has been completed/terminated.</p> <p><u>Project Scientists Files</u> Files that are not duplicated in a central Project Office file or project case file. These should be transferred as an integral whole and should be considered an adjunct to the central project office file</p> <p><u>Final Reports</u> Records include reports for completed projects, cancelled, terminated, or suspended projects.</p> <p><u>Audiovisual Records</u> Records that document R&D project activities and are considered by the Project Office to be an integral part of selected case files ☆ Film: Also See Schedule 1-71B ☆ Stills: Also See Schedule 2-23C ☆ Videos: Also See Schedule 2-24C</p>	TRANSFER WITH SELECTED PROJECT CASE FILE.
	2. TEMPORARY RECORDS OF SELECTED PROJECT CASE FILES	
	Records in this series include:	
	<u>R&D Correspondence</u>	SEE ITEM 4 OF THIS SCHEDULE.
	<u>Procurement Files</u> Copies of R&D contract, grant, or agreement associated with the accomplishments of the project with changes, modifications, or addenda thereto.	RECORDS MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD.
	(THIS IS THE PROJECT OFFICES' FILES, <u>NOT</u> THE PROCUREMENT OFFICE FILE.)	
[N 25-1a(5)]	<u>Project Test, Engineering, and Evaluation Files</u> Records relating to the testing and evaluation of R&D items to make sure that design, technical and characteristics requirements are met and to provide information for corrective actions, research, environmental, engineering, service, and other test directives; plans and preliminary and final reports; firing reports, calculations; working papers; related correspondence; comparable test data; and, audio visual records that are routine and repetitive in nature.	RECORDS MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD.
	Electronic Data. See above description	DISPOSITION NOT AUTHORIZED AT THIS TIME.
	Film:	SEE SCHEDULE 1-71 B.3.
	Stills and Video.	SEE SCHEDULE 2-23 and 2-24.
[N 25-1a(7)]	<u>Meeting Files</u> Copies of minutes of meetings, conferences, reports, trip reports, reports of consultations, and similar papers pertaining to the project.	RECORDS MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD.

SCHEDULE 8**ITEM**
[UF#]**DESCRIPTION OF RECORD SERIES****MINIMUM**
RETENTION**5**
[8000]**CONTINUED: R&D PROJECT FILES****2. CONTINUED.**

[N 25-1a(8)]

Data Location Files

Cross references or notations as to the existence and location of scale models; experimental hardware, motion picture films, and comparable items which are not filed with the project files.

RECORDS MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD.

[N 25-1(12)]

Spacecraft Files - Post Launch/Engineering

Logs and data describing the operations and performance of the various functions of the spacecraft or satellites, revealing malfunctions, attitude, environmental conditions which may be used to check ongoing operations and to introduce engineering improvements into the design of later or similar spacecraft; this series includes reports, technical notes, microfilm plots, memoranda, correspondence, and related papers/documentation.

RECORDS MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD DESTROY WHEN 15 YEARS OLD.

[N 25-1b]

Office Project Files - Summarized

Office files relating to relatively small research projects where data and results are summarized in a research report which is usually disseminated throughout NASA.

RECORDS MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD.

[N 25-1c]

3. ALL OTHER COPIES/OFFICES

Offices maintaining working or reference copies of any of the above record series of R&D project papers/documentation.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE, OR UPON COMPLETION, TERMINATION, CANCELLATION, OR SUSPENSION OF THE PROJECT, OR WHEN 5 YEARS OLD WHICHEVER IS SOONER.

B. NONSELECTED PROJECT CASE FILES**1. Records in this series include those projects that do not meet the selection criteria identified in A above.**

RECORDS MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD.
<DA: N1-255-94-3>

2. ALL OTHER COPIES/OFFICES

Offices maintaining working or reference copies of any of the above records series of R&D projects that do not meet the selection criteria identified in 5-A or in B-1 above.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE, OR UPON COMPLETION, TERMINATION, CANCELLATION, OR SUSPENSION OF THE PROJECT, OR WHEN 5 YEARS OLD WHICHEVER IS SOONER
<DA: N1-255-94-3>

6
[xxxx]**RESERVED**

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

7
[8000] R&D APOLLO DOCUMENTATION ADMINISTRATION FILES
(SEE NOTE₁)

A. APOLLO DOCUMENTATION SYSTEM

(N 24-8)

A listing of documentation covering the Apollo Documentation System consisting of record copies of 3 documents: (1) Center Apollo Document Index, Appendix "A"; (2) Center Apollo Document Index, Numerical Listing by Level Category, Control Number; (3) Center Apollo Document Index Alphabetical Listing. The system will provide for continual management review to eliminate duplicate or nonessential requirements and reduce costs related thereto. Included are supporting papers reflecting changes to basic documents.

1. Paper Records.

DESTROY AFTER VERIFICATION/
CERTIFICATION OF MICROFILM,
OR 1 YEAR AFTER CERTIFICATION
OF NO LONGER NEEDED FOR USE.

2. Microfilm Records. (Includes silver original
and diazo copy.)

* PERMANENT *
TRANSFER TO NARA WHEN 30
YEARS OLD.

3. All other offices, paper or microfilm copies.

DESTROY WHEN NO LONGER
NEEDED FOR REFERENCE
PURPOSES OR WHEN 10 YEARS
OLD, WHICHEVER IS SOONER.

B. CONSTRUCTION OF FACILITIES & R&D/GROUND SUPPORT EQUIPMENT (GSE)

Documentation relating to Apollo and projects initiated by the Apollo program (R&D/GSE and Coff) which includes drawings, specifications, technical manuals, electronic/computer media, photos, test reports, Operations & Maintenance (O&M) documentation, constructions files, and, Information for Bids (IFB).

1. Office of Primary Responsibility.

a. Paper Records.

DESTROY AFTER VERIFICATION/
CERTIFICATION OF MICROFILM,
OR 1 YEAR AFTER CERTIFICATION
OF NO LONGER NEEDED FOR USE.

b. Microfilm Records. (Includes silver original
and diazo copy.)

* PERMANENT *
RETAIN ON-SITE. RETIRE TO FRC
WHEN 20 YEARS OLD AND
TRANSFER TO NARA WHEN 30
YEARS OLD.

2. All other offices, paper or microfilm copies.

DESTROY WHEN NO LONGER
NEEDED FOR REFERENCE
PURPOSES OR WHEN 10 YEARS
OLD, WHICHEVER IS SOONER.

NOTE₁: This is a CLOSED series.

SCHEDULE 8

ITEM [UFI #]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
8 [8030] Withdrawn pending NAS study	SPACE FLIGHT EXPERIMENT/INVESTIGATIONS REDUCED DATA Digital tapes that contain all the basic and supporting measurements after they have been selected, processed, and reduced to the final form that best represents the scientific knowledge obtained from the investigation. [SEE NOTE ₁]	* PERMANENT * CLOSE FILE AFTER LAST QUERY OR MANIPULATION. RETIRE TO FRC 1 YEAR LATER. TRANSFER TO NARA 20 YEARS AFTER DATE OF DATA COLLECTION.

NOTE₁: *These Records are MAINTAINED at the NATIONAL SPACE SCIENCE DATA CENTER (NSSDC) operated by Goddard Space Flight Center (GSFC).*

ITEM
[UF/#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

9
[8040]

CONFIGURATION CONTROL BOARD (CCB) RECORDS

Records such as notices of meetings, change requests, minutes, documentation, changes to documentation, directives, etc.

- A. Program level (kept as a part of case file in R&D Program/
or project [See also Item ⁵ of this Schedule]

RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 30 YEARS OLD. EARLIER DESTRUCTION IS AUTHORIZED UPON RECEIPT OF SPECIFIC AUTHORIZATION FROM PERTINENT CENTER DIRECTOR OR PROGRAM MANAGER.

- B. Project office level.

SEE DISPOSITION ABOVE.

10
[8040]

CONFIGURATION MANAGEMENT FILES - SPACE SHUTTLE PROJECT OFFICE (MSFC ONLY)

Records in this series consist of Baseline Level III documentation with specific requirements applicable to the projects, e g , solid rocket booster and redesigned motor, main engine; etc. The following records are considered a part of this series, but the series is not limited to these records only:

- * Level I and II requirements;
- * Design and Performance requirements;
- * Interface; Verification, Training Requirements;
- * Design, construction, and assembly and installation standards and specifications,
- * Design concepts, approaches, and solutions; and,
- * Product configuration descriptions.

* PERMANENT *
RETAIN RECORDS AT MSFC UNTIL COMPLETION, CANCELLATION, OR TERMINATION OF THE PROJECT. RETAIN OR RETIRE RECORDS TO FRC FOR 10 YEARS THEN TRANSFER TO NARA
~~[REFER TO 6]~~

SCHEDULE 8

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
11	DESIGN AND ENGINEERING DRAWINGS FOR FABRICATION OF DISPLAY MODELS AND EXHIBITS	
[8060] (N 9-1d)	A. Original vellum drawings.	RETIRE TO FRC WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD. DESTROY 8 YEARS LATER.
	B. All other offices/copies.	DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS LATER.
12	STANDARDS AND SPECIFICATION FILES	
[8070] (N 24-6)	Preliminary, experimental, and final standards/specifications created in connection with engineering projects. Arrange by specification number or by project.	
	A. Office of Primary Responsibility (OPR).	* PERMANENT * RETIRE TO FRC WHEN NO LONGER NEEDED FOR REFERENCE. TRANSFER TO NARA WHEN 15 YEARS OLD.
	B. All other offices/copies.	DESTROY WHEN OBSOLETE OR SUPERSEDED, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

13 **ADVANCED MANNED AND UNMANNED MISSION STUDIES**
[8100]

(N 24-16) Advanced studies of flight missions beyond those currently approved, or studies of as yet unapproved spacecraft, launch vehicles, spacecraft, and/or aircraft or aircraft systems that may lead toward such future flight missions or studies leading to significant changes on an already approved configuration of spacecraft and launch vehicle.

* PERMANENT *
RETIRE TO FRC ON COMPLETION OR ABANDONMENT OF STUDY. TRANSFER TO NARA 20 YEARS AFTER COMPLETION OR ABANDONMENT OF STUDY.

14 **SUMMARY PROGRESS REPORTS (R&D) - new**
[8100]

Reports submitted by laboratories or other project offices to show the initiation and degree of completion of projects and consolidated reports prepared therefrom.

A. Copies of reports retained by reporting office.

DESTROY 1 YEAR AFTER COMPLETION, CANCELLATION, OR TERMINATION OF RELATED PROJECT.

B. Feeder reports used for compilation of consolidated reports, except as indicated in C. below.

DESTROY UPON SUBMISSION OF CONSOLIDATED REPORT.

C. Consolidated reports consisting of an official file copy of each consolidated report and any feeder reports containing technical or scientific data not fully documented in the consolidated report.

~~* PERMANENT *~~
~~RETIRE TO FRC 3 YEARS AFTER COMPLETION OF REPORT.~~
~~TRANSFER TO NARA 10 YEARS AFTER REPORT.~~

Incorporate into program manager files captured under chapter 7, item 6.

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~15~~
~~[8100]~~

~~PIONEER SPACECRAFT RECORDS~~

~~A. PAPER RECORDS~~

*Withdrawn
pending
NAS study*

~~1. Pioneer 6 through 9~~

~~(a) Records consisting of Operations & Maintenance Manuals (1964-67), miscellaneous files pertinent to Pioneer missions 6-9 (1964-73; Deep-space-net pass folders, teletype punch tapes, and PN 6/7 TRW test reports (1964-93); and, Off-line analysis reports and validations.~~

~~DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE.~~

~~(b) Records consisting of Deep-Space-Net-Pass folders folders 1993 and continuing.~~

~~RETIRE TO FRC WHEN NO LONGER NEEDED OR WHEN 2-WEEKS OLD. DESTROY WHEN 7 YEARS OLD.~~

~~2. Pioneer 10~~

~~(a) Records consist of Progress reports, evaluations, and reviews (1970-74); data packages and test procedures (1971-72); and, Off-line analysis reports and validations (1971-77).~~

~~DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE.~~

~~(b) Records consisting of command instructions, telemetry instructions, deep-space-net pass folders, bit-error-rate plots, experimenter-data-record validations, altitude data, precession logs, and old procedures (1972-1993).~~

~~DESTROY JANUARY 1, 2000.~~

~~3. Pioneer 11~~

~~(a) Records consisting of progress reports, evaluations, and reviews (1970-74), and, Off-line analysis reports and validations (1971-77).~~

~~DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE.~~

~~(b) Records consisting of command instructions, telemetry instructions, deep-space-net pass folders, bit-error-rate plots, experimenter-data-record validations, altitude data, precession logs, data packages, test procedures, and progress reports (1973-1993).~~

~~DESTROY JANUARY 1, 2000.~~

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

15
[8100]

CONTINUED: PIONEER SPACECRAFT RECORDS

A. CONTINUED: PAPER RECORDS

4. Pioneer 12

- (a) Records consisting of cruise computational off-line validations (1978).
- (b) Records consisting of command instructions, telemetry instructions, orbit folders, orbit files, trajectory data, command files, altitude summary, command and spin logs, miscellaneous quick-look worksheets, intermediate-data-record summaries, and operations logs (1978-1992).

DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE.

DESTROY JANUARY 1, 1998.

5. Pioneer 13 (1978)

Records consist of miscellaneous multiprobe records, operation logs, and cruise computational off-line validations.

DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE.

B. MAGNETIC TAPES

1. Pioneer 10

- (a) Master data record (MDR) tapes containing real-time telemetry data (1972-1990).
- (b) MDR tapes - 1991 and continuing. (Collected annually)

DESTROY JANUARY 1, 2000.

RETIRE TO FRC WHEN NO LONGER NEEDED OR WHEN 2-WEEKS OLD. DESTROY WHEN 7 YEARS OLD.

2. Pioneer 11

- (a) MDR tapes - 1972-1990.
- (b) MDR tapes - 1991 and continuing. (Collected annually)

DESTROY JANUARY 1, 2000.

RETIRE TO FRC WHEN NO LONGER NEEDED OR WHEN 2-WEEKS OLD. DESTROY WHEN 7 YEARS OLD.

3. Pioneer 12 [SEE NOTE₁]

- (a) Ephemeris tape records containing location of spacecraft during orbit (1978-1992).
- (b) 1978 - 1992 Records

DESTROY JANUARY 1, 1998.

Records consist of, but are not limited to, the following types:

- * Supplementary-experimenter-data-record tapes containing trajectory and engineering data.
- * Epoch-time-data-record tapes containing 12-second time tags for 24-hour orbit.
- * Command-record tapes containing all commands given to spacecraft such as attitudes and instrument commands.
- * Intermediate-data-record tapes containing telemetry records received from JPL.
- * Log tapes containing telemetry records generated from high-speed data stream received from Ames.

RETIRE TO FRC WHEN NO LONGER NEEDED OR WHEN 2-WEEKS OLD. DESTROY ENTIRE BLOCK OF RECORDS (1978-92) JANUARY 1, 1998.

NOTE₁: This is a CLOSED series. Pioneer 12 no longer exists.

SCHEDULE 8

ITEM [UFI #]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
16 [8120] (N 1-24)	PROJECT CONTROL FILES Memoranda, reports, control files such as summary cards showing assignments, progress, and completion of projects.	DESTROY 1 YEAR AFTER THE YEAR IN WHICH THE PROJECT IS CLOSED. [GRS 16-5 (88)]
17 [8200] (N 25-4)	R&D EXPERIMENTAL PROJECTS DATA FILES Documents maintained and used by scientific and engineering personnel for research, development, and test of an item, or within a field of scientific inquiry, reflecting concept, design criteria, studies, calculations, and test performance of assemblies, or devices developed. Included are engineering or scientific notes, drafts of technical reports and articles; telemetry, oscillographic and pen recordings; time and motion films and recordings; still photographs; computer media; sound recordings, and similar rough or raw data which are a part of the project files. These records are considered to be genuine breakthroughs in a particular field. A. Data essential to support laboratory notebook information, discoveries, and invention disclosures, including data relating to patent matters and data relating to historical, significant, or unique accomplishments. B. Data on electronic/computer media. C. Data that has been fully incorporated into reports. D. Other data files.	<i>See attached revision</i> * PERMANENT * RETIRE TO FRC WHEN NO LONGER NEEDED. TRANSFER TO NARA WHEN 25 YEARS OLD. SEE EITHER SCHEDULE 2 FOR GENERIC ITEM DESCRIPTIONS OR SPECIFIC RECORD SERIES FOR APPROPRIATE DISPOSITIONS. DESTROY WHEN REPORT IS RELEASED, OTHERWISE DESTROY WHEN 5 YEARS OLD, WHICHEVER IS LATER. RETIRE TO FRC WHEN NO LONGER NEEDED FOR THE PROJECT OR RESEARCH USE. DESTROY WHEN 6 YEARS OLD.

*Withdrawn
pending
NAS study*

17. R&D EXPERIMENTAL PROJECTS DATA FILES

Documents maintained and used by scientific and engineering personnel for research, development, and test of an item, or within a field of scientific inquiry, reflecting concept, design criteria, studies, calculations, and test performance of assemblies, or devices developed. Included are engineering or scientific notes, drafts of technical reports and articles; telemetry, oscillographic and pen recordings, time and motion films and recordings; still photographs; computer media; sound recordings, and similar rough or raw data which are a part of the project files.

A. Data essential to support laboratory notebook information, discoveries, and invention disclosures, including data relating to patent matters and data relating to historical, significant, or unique accomplishments.

(1) Significant project data files deemed by the originating project office to have value because of the highly significant nature or uniqueness of the activity.

Disposition: PERMANENT. Retire to FRC 2 years after completion of project. Transfer to NARA when 25 years. old.

(2) Non-significant project data files.

Retire to FRC 2 years after completion of project. Destroy when 20 years old.

*Withdraw
pending NPS
study*
~~B. Data on electronic/computer media.~~

Disposition: Destroy when no longer needed.

C. Data that has been fully incorporated into NASA technical reports.

Disposition: Destroy when report is released or when 5 years old, whichever is later.

SCHEDULE 8

**ITEM
[UF#]**

DESCRIPTION OF RECORD SERIES

**MINIMUM
RETENTION**

**18
[8200]**

ATMOSPHERIC SCIENCE DATA (KSC ONLY) - New

A. LIGHTNING DATA

KSC related and electrical field and meteorological data to include electronic/computer media, technical memos, scientific journal reports, strip charts, launch pad lightning flash reports, video recordings of lightning strikes, and other associated media.

RETAIN ON-SITE FOR 10 YEARS OR UNTIL REFERENCE VALUE CEASES. UPON PROGRAM COMPLETION, CANCELLATION, OR TERMINATION, DONATE RECORDS TO THE FOLLOWING UNIVERSITIES IF UNIVERSITIES DO NOT WANT, DESTROY RECORDS IMMEDIATELY.
* Order of Donation as follows: A-1; A-2; and A-3.

B. LDAR RECORDS (Lightning Detection and Ranging)

Lightning location data to include electronic/computer media and technical reports.

RETAIN ON-SITE FOR 5 YEARS OR UNTIL REFERENCE VALUE CEASES. UPON PROGRAM COMPLETION, CANCELLATION, OR TERMINATION, DONATE RECORDS TO THE FOLLOWING UNIVERSITIES IF UNIVERSITIES DO NOT WANT, DESTROY RECORDS IMMEDIATELY.
* Order of Donation as follows: B-1; B-2; and B-3.

A-1 / B-2

University of Arizona
Attn: Dr. Phil Krider
Institute of Atmospheric
Physics
PAS Bldg. 81, Rm. 542
Tucson, AZ 85721

A-2 / B-1

University of Florida
Attn: Dr. Martin A. Uman
College of Engineering
Department of Electrical
Engineering
Gainesville, FL

A-3 / B-3

New Mexico Institute of
Mining & Technology
Attn: Prof. Paul Krehbiel
Physics Department
Socorro, NM 87801

SCHEDULE 8

ITEM
[UFI #1]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~19 PLANETARY GEOSCIENCE PROGRAM RECORDS~~

~~[8200]~~

~~Records in this series consist of planetary geology and geophysics program and planetary materials and geochemistry records. These files (one for each Principal Investigator (PI) in the program) can, but do not necessarily, include copies of the proposal, copies of correspondence between the PI and the program office(s), and additional relevant materials submitted by the PI or produced with the program office. These are the PI's or Program Manager's files for each specified grant for the Planetary Geoscience Program. There is little reference activity after 3 years. They are not fully duplicated elsewhere. ~~These are considered research and development~~~~

*PI/IA/AS
C/S*

~~(R&D) program management files, covered by Schedule 7-6, with a *PERMANENT*~~

~~retention and transfer to NARA. NASA copies of this documentation is considered R&D program management files and are covered under schedule 7.~~

A. Principal Investigator's (PI) files/records.

RETIRE TO FRC 2 YEARS AFTER CREATION. DESTROY WHEN 6 YEARS OLD.
[N1-255-89-3]

B. All other offices/copies.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.

20 TECHNICAL ENGINEERING PUBLICATIONS FILES - *change*

[8200]
(N 24-19)

These files contain materials utilized in the fabrication, printing, production, with changes, modifications, or addenda thereto of engineering and operational manuals. These engineering and operational manuals are used in support of on-going network equipment/systems for technical design and configuration, inspection, maintenance, certifications, flight operational readiness, operational and postflight evaluation.

A. One record copy of each publication.
(Copy should be marked, "Official Record Copy.")

~~*PERMANENT*~~
RETIRE TO FRC 1 YEAR AFTER EQUIPMENT/SYSTEM BECOMES INACTIVE. ~~TRANSFER TO NARA WHEN 30 YEARS OLD.~~ *Destroy 20 years after superseded.*

B. Camera-ready copy, including board mounted art work, drawings, negatives, and repro assembly sheets.

STORE IN INSTALLATION STAGING AREA. AFTER 2 YEARS DESTROY OBSOLETE RECORDS. RETIRE REMAINING FILES TO FRC WHEN 5 YEARS OLD AND DESTROY WHEN 10 YEARS OLD.

ITEM
[UF/#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~21
[8200]
(N 25-3)~~

~~LABORATORY NOTEBOOKS (R&D)~~

See attached revision

~~Notebooks containing technical and scientific data accumulating from the conduct of research and development. Notebooks used to record and preserve research, development, and testing data reflecting the conditions of tests of plan or approach to problems, observations, modifications, formulas, unusual or significant phenomena, findings and results, and other related data. Included are narrative data, rough sketches, curves, and schematic diagrams.~~

~~A. Bound serially numbered official laboratory notebooks.~~

~~* PERMANENT *
RETIRE TO FRC 15 YEARS AFTER COMPLETION, CANCELLATION, OR TERMINATION OF THE PROJECT. TRANSFER TO NARA 30 YEARS AFTER SUBJECT EVENT OR WHEN 30 YEARS OLD.~~

~~B. Notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file.~~

~~DESTROY 6 MONTHS AFTER COMPLETION, CANCELLATION, OR TERMINATION OF THE RELATED PROJECT OR PROJECTS.~~

~~C. Other notebooks (unnumbered, looseleaf, etc) relating to patent numbers, historical, significant, or unique accomplishments, needed to achieve continuity of effort, avoidance of duplicated effort, and to provide hand-written, signed and dated legal proof of Government-sponsored inventions in the event of patent litigation.~~

~~* PERMANENT *
RETIRE TO FRC WHEN 10 YEARS OLD. TRANSFER TO NARA WHEN 30 YEARS OLD.~~

~~D. All other notebooks/copies.~~

~~DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.~~

~~22
[8400]
(N 25-5)~~

~~TRACKING AND DATA ACQUISITION - PROJECT MINITRACK ANALOG CHARTS~~

~~Minitrack analog charts recorded by STDN stations (SANBORN recordings).~~

~~A. TRACKING STATIONS~~

~~1. Charts of selected stations indicating ionospheric disturbances.~~

~~TRANSFER TO GSFC, ADVANCED DEVELOPMENT DIVISION, WHEN 6 MONTHS OLD. GSFC WILL DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.~~

~~2. Charts of other stations.~~

~~DESTROY AT STATION WHEN 1 YEAR OLD.~~

~~B. GODDARD SPACE FLIGHT CENTER (GSFC)
(charts received from Item A.1. above.)~~

~~DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.~~

*Withdrawn
pending
NAS study*

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

21
[8200]
(N 25-3)

LABORATORY NOTEBOOKS (R&D)

Notebooks containing technical and scientific data accumulating from the conduct of research and development. Notebooks used to record and preserve research, development, and testing data reflecting the conditions of tests of plan or approach to problems, observations, modifications, formulas, unusual or significant phenomena, findings and results, and other related data. Included are narrative data, rough sketches, curves, and schematic diagrams.

- A. Bound serially numbered official laboratory notebooks and looseleaf notebooks that document and support significant, historical, or unique accomplishments or relate to patent findings. These records are needed to achieve continuity of effort, and provide hand-written signed and dated legal proof of Government-sponsored inventions.
- B. Notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file.
- C. All other notebooks/copies
(These copies cannot be retired to an FRC)

• PERMANENT •
RETIRE TO FRC 2 YEARS OLD.
TRANSFER TO NARA 25 YEARS OLD.

DESTROY 6 MONTHS AFTER
COMPLETION, CANCELLATION, OR
TERMINATION OF THE RELATED
PROJECT OR PROJECTS

DESTROY WHEN NO LONGER NEEDED
FOR REFERENCE USE OR WHEN 5
YEARS OLD, WHICHEVER IS SOONER.

SCHEDULE 8

ITEM
[UEI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~23~~

~~[8400]~~

Withdrawn
pending NAS
Study

~~GROUND NETWORK PROGRAM FILES~~

~~The ground network files consist of records that cover the following elements:
The Deep Space Network (DSN), managed by the Jet Propulsion Laboratory (JPL);
the Space Flight Tracking and Data Network (STDN), managed by Goddard Space
Flight Center (GSFC); Balloon and Sounding Rocket Tracking and Data Acquisition
Facilities, managed by GSFC; and the Aeronautics Tracking and Data Acquisition
Facilities, managed by Ames Research Center (ARC).~~

~~[8410]~~

~~A. TRACKING STATION RECORDS (DSN/STDN)~~

~~Records in this series consist of data received from three complexes located in Canberra, Australia; Madrid, Spain; and Goldstone, California. These facilities primarily communicate with interplanetary spacecraft and spacecraft in high Earth orbit that are beyond the view constraints of the Tracking and Data Relay Satellite System (TDRSS). Records in this series also consist of data/information received from the ground stations at Merritt Island, Florida; Bermuda; and Dakar, Senegal which provide pre-flight, launch, and early orbit communications for Shuttle and expendable launch vehicles (ELV).~~

~~1. Station Records.~~

~~Records include, but are not limited to, station photos, phase-down/closure, budget, general correspondence, and contract data for the following stations: Australia, Bermuda, Chile; etc.~~

~~* PERMANENT *
RETIRE TO FRC WHEN 5 YEARS
OLD. TRANSFER TO NARA WHEN 25
YEARS OLD.~~

~~2. Program Planning Records.~~

~~Records in this series consists of 10-year implementation plans; forecasts; implementation program guidelines, roles & responsibilities; utilization records; and, other associated or related documentation.~~

~~RETIRE WHEN 2 YEARS OLD.
DESTROY WHEN 10 YEARS OLD.~~

~~[8440]~~

~~B. BALLOON AND SOUNDING ROCKET RECORDS~~

~~The records consist of data/information collected by the NASA facilities located at Palestine, Texas, and Poker Flat, Alaska (Atmospheric balloon programs). The facilities at Poker Flat, Wallops, and the White Sands Sands Missile Range in New Mexico provide tracking and data acquisition for sounding rocket activities. Also included in this records series are the aeronautics program records consisting of data/information collected by the Flight facilities at Wallops Island and the Western Aeronautical Test Range.~~

~~* PERMANENT *
RETIRE TO FRC WHEN 5 YEARS
OLD. TRANSFER TO NARA WHEN
10 YEARS OLD.~~

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~23 CONTINUED: GROUND NETWORK PROGRAM FILES~~

~~[8400]~~

~~[8430]~~

~~C. MISSION RECORDS~~

~~Records in this series consist of materials and documentation on foreign and domestic spacecraft/satellites, such as: Japan; Ariane; and, GOES (Geostationary Operational Environmental Satellite), and related documentation.~~

~~* PERMANENT *
RETIRE CASE FILE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA WHEN 20 YEARS OLD.~~

~~[8450]~~

~~D. SYSTEMS RECORDS - STDN (Space Flight Tracking & Data Network)~~

~~Records in this series consists of, but are not limited to, equipment records used in support of the program, Beam Waveguide (BWG), Global Positioning System (GPS), SEI (Solar System Exploration Initiative), and Level Zero processing.~~

~~RETIRE TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 10 YEARS OLD.~~

24

[8600]

(N 24-7)

OPERATING BRIEFING FILES (R&D) - *change*

Documents accumulated from periodic presentations to directors of operating programs for forecasts, trends, and results of the execution of operating programs. Included are presentation materials, memoranda of actions directed, records of questions and answers, and other documents relating to the briefing.

A. ORIGINAL DOCUMENTATION

RETIRE TO FRC WITHIN 2 YEARS AFTER PRESENTATION TO MANAGEMENT OR COMPLETION OF THE PROGRAM. DESTROY WHEN 15 YEARS OLD.

B. OTHER OFFICES/COPIES

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

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

25
[8600]
(N 26-10)

MISSION OPERATIONS

A. VIDEO RECORDINGS

JOHNSON SPACE CENTER - ITEMS 1-4 (JSC ONLY)

1. Space Flight Imagery

Video tape recordings are classified as original field-sequential (FS) recordings, original NTSC records, original film transfer records, and dub master recordings. These records are limited to: Launch/Landings; Downlinks; and On-Board Recordings, the master tapes with all identifying information will be transferred to NARA.

11/2/95
CPS

(a) Launch and Landing Videos.
(This series includes log books or initial scene list which includes a description, name(s) of people in video, equipment, and a brief synopsis of what is going on.)
Transfer includes the original recording including the conversion to color.

* PERMANENT *
TRANSFER TO NARA WHEN ~~30~~ 10
YEARS OLD. ~~OR SOONER IF NO LONGER~~
~~needed for agency use.~~

(b) Downlinks.

* PERMANENT *
TRANSFER TO NARA WHEN ~~30~~ 10
YEARS OLD. ~~OR SOONER IF NO LONGER~~
~~needed for agency use.~~

(c) On-Board Recordings.

* PERMANENT *
TRANSFER TO NARA WHEN ~~30~~ 10
YEARS OLD. ~~OR SOONER IF NO LONGER~~
~~needed for agency use.~~

(d) Pre-Mission and Post-Mission Videos

THESE VIDEOS MAY BE RETAINED
AT JSC INDEFINITELY OR MAY BE
RETIRED TO FRC WHEN 5 YEARS
OLD. THOSE RETIRED TO FRC MAY
BE DESTROYED WHEN 30 YEARS
OLD, THOSE RETAINED ON-SITE
MAY BE DESTROYED WHEN NO
LONGER NEEDED OR WHEN 50
YEARS OLD, WHICHEVER IS
SOONER.

(e) Converted FS, NTSC, film transfers and working duplicates of
(made within 2 years of the master) the above items (a) - (d).

VIDEOS MAY BE RETAINED AT JSC
INDEFINITELY THEY MAY BE
RELEASED FOR REUSE OR DISPOSAL
WHEN NO LONGER NEEDED OR
WHEN 50 YEARS OLD, WHICHEVER
IS LATER.

2. Test and Training Activities

(a) Videos in this series can include, but are not limited to, shuttle support, crew training, Wet-F (facility) training, etc.

RELEASE AND REUSE VIDEO TAPES
30 DAYS AFTER SPECIFIC ACTIVITY
OR FILMING.

(b) Spacecraft and launch vehicle testing.

ORIGINAL VIDEO OF CRITICAL
TESTING SHALL BE RETAINED FOR
3 YEARS AT JSC IN THE CENTER
STORAGE FACILITY. WHEN VIDEOS
ARE 3 YEARS OLD, TAPE WILL BE
RELEASED FOR REUSE/RECYCLE

ITEM
[UFI#1]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

25
[8600]

CONTINUED: MISSION OPERATIONS

A. Continued: VIDEO RECORDINGS (JSC ONLY)

3. Productions (scripted)

Records in this series are informational in nature or are documentary in nature, or are general information on routine training elements.

11/2/95 cjs

a) Productions that document NASA activities and history.

* PERMANENT * Transfer to NARA when ~~30~~¹⁰ years old. ~~as soon as~~

b) Routine training videos

Destroy when no longer needed or 1 year after completion. [GRS 21-19]

4. Documentaries (taped or live), press conferences, or special events.

* PERMANENT * Transfer to NARA when ~~30~~¹⁰ years old. ~~as soon as~~

~~KENNEDY SPACE CENTER - ITEMS 5-8 (KSC ONLY)~~

5. Space Shuttle Program (SSP) [formerly the Space Transportation System (STS)] documentary motion picture, video, or film.

* PERMANENT *
RETAIN ON-SITE FOR 5 YEARS. TRANSFER, ALONG WITH ANY INDEXES/FINDING AIDS TO NARA WHEN 5 YEARS OLD. [SEE NOTE₁] [N1-255-90-1]

6. STS Research and Development audiovisual products. Records include STS R&D coverage, training, and construction progress films. [see note 2]

* PERMANENT * *Transfer*
~~RETAIN ON-SITE FOR 1 YEAR. RETIRE VIDEO TAPE AND MOTION PICTURE FILM (INCLUDING A PRODUCTION COPY OF FILM IF AVAILABLE) ALONG WITH ANY SUPPORTING INDEXES/FINDING AIDS TO NARA (NUSM) FOR 15 YEARS INTERIM STORAGE. TRANSFER TO NARA WHEN ~~15~~¹⁰ YEARS OLD. [SEE NOTE₁] [N1-255-90-1]~~

7. Flight Element Engineering Closeout motion picture/video. [see note 2]

RETAIN FILM/VIDEO FOR 5 YEARS ON-SITE, THEN RETIRE TO FRC FOR 15. DESTROY WHEN 20 YEARS OLD. [N1-255-90-1]

NOTE₁: Address for shipment is: National Archives at College Park, Motion Picture, Sound and Video Branch, NUSM Rm 3350, 8601 Adelphia Rd, College Park, MD 20740-6001.

NOTE₂: Still photos covered elsewhere under this item.

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

25
[8600]

CONTINUED: MISSION OPERATIONS

A. Continued: VIDEO RECORDINGS (KSC ONLY)

- 8. 16 mm, 35 mm, and 70 mm Film/Print Footage STS Engineering. Film footage consists of day-to-day activities or events which may include any of the following in short clip film format, finished/raw footage, or short films:

Arrivals of various dignitaries; KSC conference proceedings; astronaut arrivals; some launch coverage; equipment rollouts (e.g., SRB, shuttle external tank); arrival of "new" shuttles or external tanks; ground breaking ceremonies for new facilities; and other miscellaneous daily activities.

(a) Original Film.

* PERMANENT *
RETAIN ON-SITE FOR 5 YEARS
ALONG WITH ANY INDEXES/
FINDING AIDS. TRANSFER TO NARA
WHEN 5 YEARS OLD.
[N1-255-90-1] *Change*

(b) Copies of Film

DONATE COPIES OF THE ORIGINAL
FILM AS CITED IN (1) ABOVE TO
THE CUSTODY OF EITHER
INSTITUTION:

Kansas Cosmosphere and Space Center,
Attn: Mr. Rick Donovan, 1100 N. Plum
Street, Hutchinson, KS 67501

OR

Brevard Community College, Attn:
Mr. Robert A. Aitken, Provost, Cocoa
Campus, 1519 Clearlake Road, Cocoa, FL
32922
[N1-255-90-1]

B. STS VIDEO TAPES OF ^{MINOR} ACCIDENTS, ^{MISHAPS OR MALFUNCTIONS} OR ^{IMPOUNDED} VIDEO

(Major accident files are captured in chapter
1, under item 119.)

Original video tapes for STS 51 L (Challenger)
are captured under item 30 of this chapter.

~~* PERMANENT *~~
RETIRE TO FRC 2 YEARS AFTER
COMPLETION OF INVESTIGATION
OR ACCIDENT, WHICHEVER IS
LATER. ~~TRANSFER TO NARA WHEN~~
~~30 YEARS OLD.~~ Destroy when
[N1-255-90-1] 25 years old.

25 CONTINUED: MISSION OPERATIONS
[8600]

~~C. STILL PHOTOS (KSC ONLY)~~

- 1. Space Transportation System (STS) documentary stills. [SEE NOTE₁]

~~* PERMANENT *
RETAIN NEGATIVES ON-SITE FOR 5 YEARS. TRANSFER ORIGINAL NEGATIVE AND (1) CAPTIONED PRINT (WHERE AVAILABLE) TO NARA WHEN 5 YEARS OLD. INDEXES/FINDING AIDS SHOULD BE TRANSFERRED WITH THE RECORDS.
[N1-255-90-1]~~

change

- 2. STS Research and Development still pictures of STS R&D coverage, training, and construction progress. [SEE NOTE₁]

~~* PERMANENT * Transfer
RETAIN NEGATIVES ON-SITE FOR 1 YEAR. RETIRE NEGATIVES, (1) CAPTIONED PRINT OF EACH (WHERE AVAILABLE) AND ANY SUPPORTING INDEXES/FINDING AIDS TO NARA STILL PICTURES BRANCH (NNSP), FOR 15 YEARS INTERIM STORAGE. TRANSFER TO NARA WHEN 15 YEARS OLD.
[N1-255-90-1] 15~~

change

- 3. Flight Element Engineering Closeout photo's.

~~RETAIN STILL NEGATIVES FOR 5 YEARS ON-SITE, THEN RETIRE TO FRC FOR 15. DESTROY WHEN 20 YEARS OLD.
[N1-255-90-1]~~

A. Still negatives.

Retain still negatives for 5 years on site, then retire to FRC for 10 years. Destroy when 15 years old.

B. Electronic images.

Images will be transferred from the electronic reusable media to Write Once Read Many (WORM) media. Electronic reusable media will be released for reuse upon verification of image transfer to the WORM media. WORM storage media will be retained on site for 5 years and then retired to FRC for 10 years. WORM storage media will be destroyed when 15 years old.

(Supersedes N1-255-90-1 | 4c)

NOTE₁:

Contact installation records manager for proper shipping instructions -

11/2/95
CJS

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

25
[8600]

CONTINUED: MISSION OPERATIONS

D. TECHNICAL ENGINEERING OPERATIONS AND SUPPORT FOR THE SSP (KSC ONLY)

These KSC documents are utilized in the testing and verification of the SSP hardware. They include records pertaining to testing, inspection, maintenance, scheduling, checkout, and verification of flight operational readiness for on-board systems and ground support systems:

1. Processing Documentation

Records relating to Problem Reporting and Corrective Action (PRACE, i.e., STS element problem reports (PRs), Interim Problem Reports (IPRs), Tile Problem Reports and interim reports, Tile Discrepancy Reports and Correction Action and Assistance Requests (CAARs), Work Authorization Documents such as Operations and Maintenance Instructions (OMIs), Repetitive Task OMIs, Job Cards, Type B Test Preparation Sheets (TPS), Preventative Maintenance Instructions, Certification and Calibration Procedures, Instruction Change Requests, Work Orders and other working procedures. Also included are the operational processing schedules, trouble tickets, work control documents, test support operations, processing support plan, Operations and Maintenance Plan, Data Management, schedule and status summary and any engineering or operational logs. Technical configuration management requirements and change control documents should be included as well as Operations, Maintenance, Requirements and Specifications (OMRS), any Requirements Change Notices or Waivers/Exceptions to these requirements. Any supporting or related documents to the above. [SEE NOTE₁]

(a) Specified records pertaining to the Orbiter, Space Shuttle Main Engines and Orbital Maneuvering System pods.

i. Paper records.

RETIRE TO FRC 5 YEARS AFTER LAUNCH OF VEHICLE AND AFTER MICROFILMING. DESTROY WHEN 20 YEARS OLD.
[N1-255-90-1]

ii. Microfilm records

RETAIN AT KSC. DESTROY WHEN INFORMATION IS 20 YEARS OLD.
[N1-255-90-1]

(b) Records pertaining to the External Tank and Solid Rocket Boosters.

i. Paper Records.

SEE DISPOSITION FOR ITEM D.1.(a) ABOVE.
[N1-255-90-1]

new

ii. Electronic/Computer media collected during the buildup and processing phase. Data includes ultrasonics (case to insulation bondline inspection, inspectoscope (video inspection of joint metal parts), sine-bar (tang & clevis shaping data), temposonics (joint mating engagement data), leak check (joint seal integrity check) and the software package revisions for each of the stored data listed.

RETIRE TO FRC 5 YEARS AFTER LAUNCH OF VEHICLE. DESTROY WHEN 20 YEARS OLD.

(c) Records pertaining to the Ground Support Equipment.

SEE DISPOSITION FOR ITEM D.1.(a) ABOVE.
[N1-255-90-1]

NOTE₁: *Records pertaining to Safety and Reliability Reports, including Hazard Reports & Risk Assessments with regard to Shuttle Processing are maintained under UFI 1700. See Schedule 1 for records created in this series or Schedule 8 for Payload Safety.*

ITEM
[UF]#1

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

25
[8600]

CONTINUED: MISSION OPERATIONS

D. 1. Continued: TECHNICAL ENGINEERING OPERATIONS (KSC ONLY)

(d) Records pertaining to the Launch Processing System, facility support, complex control system, instrumentation and calibration and operational communication system.

i. Paper records.

RETIRE TO FRC WHEN 2 YEARS OLD AND AFTER MICROFILMING. DESTROY WHEN 17 YEARS OLD. [N1-255-90-1]

ii. Microfilm.

RETAIN AT KSC. DESTROY WHEN 20 YEARS OLD. [N1-255-90-1]

(e) Records pertaining to the Information Management Systems; Shuttle Processing and Data Management System (SPDMS); Process Engineering and Control System (PECS), Lockheed System Data Network (LSDN), and, also including vendor supplied documentation hardware and software standards, problem tickets, software release notices, review item disposition, functional requirements document, user guide(s), verification procedures, and associated documents.

RETAIN THESE RECORDS FOR 2 YEARS OR UNTIL NEXT REVISION CYCLE, THEN DESTROY. [N1-255-90-1]

(f) Official record copy of Operations and Maintenance Instructions not included in d (1)(a) Records in this series include: Launch Countdown; PAD aborts (S007); Flight readiness firings; Cryogenic Tanking Tests (S0037); Impound/accidents; and Special Tests. (Documents in this item are considered the OMI - 5 Volume Set)

i. Paper records.

RETIRE TO FRC WHEN 5 YEARS OLD AND AFTER MICROFILMING. DESTROY WHEN 20 YEARS OLD. [N1-255-90-1]

ii. Silver Microfilm.

PERMANENT. TRANSFER TO NARA IN 5 YEAR BLOCKS [N1-255-90-1]

iii. Diazo copy of microfilm.

RETAIN AT KSC. DESTROY WHEN NO LONGER NEEDED OR WHEN 35 YEARS OLD, WHICHEVER IS LATER. [N1-255-90-1]

(g) Photo contact sheets identifying still photos related to Items (a)-(d).

RETAIN RECORDS FOR 2 YEARS AND THEN DESTROY BOTH THE PHOTOS AND ASSOCIATED CONTACT SHEETS. (NOTE: NEGATIVES OF PHOTO CONTACT SHEETS ARE INCLUDED UNDER C.3. OF THIS ITEM.) [N1-255-90-1]

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

25
[8600]

CONTINUED: MISSION OPERATIONS

2. Design and Configuration Management (KSC ONLY)

Records relating to the design and configuration management support including Type A Test Preparation Sheets (TPS), Engineering Support Requests, Change Control Board Directives, Change Requests, engineering assessment and instructions, modification instruction packages, field engineering changes, configuration change assessments, control board meeting minutes and dispositions, and other similar documentation.

(a) Complex control system facility support and ground support equipment.

i. Paper records.

RETIRE TO FRC WHEN 5 YEARS OLD
AND AFTER MICROFILMING.
DESTROY WHEN 20 YEARS OLD.
[N1-255-90-1]

ii. Microfilm.

RETAIN AT KSC. DESTROY WHEN 20
YEARS OLD.
[N1-255-90-1]

(b) Launch Processing System and Information Management Systems (SPDMS, PECS, LSDN).

i. Paper records.

MICROFILM RECORDS. DESTROY
PAPER RECORDS WHEN 5 YEARS
OLD AND AFTER MICROFILM
VERIFICATION.
[N1-255-90-1]

ii. Microfilm.

RETAIN MICROFILM AT KSC UNTIL
SYSTEM IS REPLACED BY NEXT
GENERATION DESIGN OR DESTROY
WHEN 25 YEARS OLD, WHICHEVER
IS EARLIER.
[N1-255-90-1]

(c) Design drawings for ground support equipment.

RETAIN DOCUMENTS FOR THE LIFE
OF THE SYSTEM, PLUS 1 YEAR,
THEN DESTROY.
[N1-255-90-1]

ITEM
[UF]#1

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

25
[8600]

CONTINUED: MISSION OPERATIONS

3. Magnetic Data Tapes - STS ONLY (KSC ONLY)

These are tapes that are related to or are the Launch Processing System (LPS) pertaining to Space Transportation System processing, digital and analog magnetic tape data.

- (a) Tape data related to daily KSC test operations including instrumentation and calibration, and firing room test operations, and on-orbit recorded flight data.

RETAIN DATA FOR THE PREVIOUS FLOW OF RESPECTIVE VEHICLE ONLY, THEN ALLOW ENGINEERING REVIEW TO DETERMINE RETENTION OF SPECIFIC TESTING DATA AND RELEASE TAPES FOR REUSE. FOR EXTENDED PROCESSING FLOW GREATER THAN 1 YEAR, PERFORM ENGINEERING REVIEW OF DATA, AND RELEASE TAPE FOR REUSE.
[N1-255-90-1]

- (b) Tape data relating to launch countdown, flight readiness firing, tanking tests, pad aborts, flight control test, data, impound data, on-board flight recorder dumps, and master LPS operating system tapes, such as control checkout and monitor subsystem (CCMS), test configuration identification (TCID) save tapes, central data system (CDS), test configuration identification build tapes (TCID), control checkout and monitor subsystem/complex control system (CCMS/CCS) operating system tapes, and RPS data base save tapes utilized to support specified testing starting at T-8 to T+1 hour or end of drain back.

RETAIN DATA AT KSC FOR THE LIFE OF THE PROGRAM OR WHEN THE OFFICE OF SPACE FLIGHT DETERMINES THE SHUTTLE FLIGHT PROGRAM HAS BEEN TERMINATED, SUPERSEDED, OR CONSIDERED OBSOLETE.
[N1-255-90-1]

- (c) Tape data relating to landing and specific engineering save data. Also Virtual Address Extension (VAX) data tapes.

RETAIN DATA FOR 5 FLOWS OF RESPECTIVE VEHICLE, THEN RELEASE TAPES FOR REUSE.
[N1-255-90-1]

- (d) Tape data relating to complex control system.

RETAIN DATA FOR 6 MONTHS, THEN RELEASE FOR REUSE.
[N1-255-90-1]

- (e) LPS operational data tapes which include save tapes, verified software, TCID save tapes, System Build Application Program Library Maintenance (APLM) transmit tapes, Vandenberg Air Force Base (VAFB) closeout magnetic tapes and related data.

RETAIN TAPES FOR 2 YEARS, THEN RELEASE FOR REUSE.
[N1-255-90-1]

SCHEDULE 8

ITEM
[UFI #1]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

25
[8600]

CONTINUED: MISSION OPERATIONS

D. 3. CONTINUED: Magnetic Data Tapes - STS ONLY (KSC ONLY)

(f) Data tape products and file space related to Flight Software Support including Mass Memory Patches, Shuttle Data Tape, Mass Memory Loads, Ground Support Equipment Kennedy Avionics Test Set (GSE KATS) load, Shuttle Data Files, Primary Avionics System Software/Backup Flight System (PASS/BFS) Memory Certification, Inertial Measurement Unit (IMU) Calibration, and, associated data.

RETAIN DATA FOR 1 FLOW OF RESPECTIVE VEHICLE OR NEXT REVISION LEVEL, WHICHEVER IS FIRST, THEN RELEASE TAPES AND/OR FILE SPACE.
[N1-255-90-1]

(g) Data tapes related to LPS software development involving troubleshooting and debug. Also tapes associated with Information Management Systems; SPDMS, PECS, and LSDN.

RETAIN TAPES FOR A MINIMUM OF 2 WEEKS OR RELEASE FOR REUSE ACCORDING TO LOCAL PRACTICE, WHICHEVER IS LONGER.
[N1-255-90-1]

(h) Instrumentation and Calibration Data

(1) Related to booster stacking operations.

RETAIN DATA FOR 1 FLOW OF VEHICLE, THEN RELEASE FOR REUSE.
[N1-255-90-1]

(2) Determined to be of significant value by KSC engineering.

RETAIN DATA FOR 5 FLOWS, THEN RELEASE FOR REUSE.
[N1-255-90-1]

(3) Data pertaining to adverse weather conditions.

RETAIN DATA FOR 6 MONTHS, THEN RELEASE FOR REUSE.
[N1-255-90-1]

(i) Hypergolic maintenance facility processing data related to Orbital Maneuvering System Pod checkout.

RETAIN DATA FOR 1 YEAR, THEN RELEASE FOR REUSE.
[N1-255-90-1]

4. Propellant Consumable Management (KSC ONLY)

These are records pertaining to propellant analysis reports and fluid sample analysis relevant to the STS program.

RETAIN DOCUMENTATION FOR 5 YEARS ON-SITE, THEN RETIRE TO FRC FOR 5 YEARS. DESTROY WHEN 10 YEARS OLD.
[N1-255-90-1 7.]

5. Firing Room Testing Data (KSC ONLY)

Firing room records and test data are records/documents which accumulate daily or during testing.

(a) Launch processing system (LPS) records pertaining to shared peripheral data, line printer(s), hard copies, strip charts, printer plotter, and related data.

RETAIN COMPUTER PRINTOUTS FOR 2 WEEKS, THEN DESTROY.
[N1-255-90-1 8.a.]

(b) Launch processing system records created by Operations and Maintenance Instruction S9002 Integrated Data Requirements for engineering evaluation.

RETAIN DATA RECORDS FOR 1 YEAR AFTER DATE OF CREATION, THEN DESTROY.
[N1-255-90-1 8.b.]

ITEM [UF/#]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
25 [8690]	CONTINUED: MISSION OPERATIONS	
	D. CONTINUED: (KSC ONLY)	
	6. Launch Processing System (LPS) Supporting Documentation (KSC ONLY)	
	LPS documents pertaining to test configuration identification releases (TCID), software development problem reports, test preparation sheets, on-board computation facility data listing, master measurement lists, integrated system number release authorization, function designator directory listing, LPS release notices, goal expanded source listings, system build OMI data sheets, system build test configuration identification (TCID) generated listings, system build model listing, software verification procedures, reconfiguration network (RNET) documentation and associated records.	RETAIN RECORDS FOR 1 YEAR, ALLOW FOR TECHNICAL/ENGINEERING REVIEW. AFTER REVIEW DESTROY RECORDS, OR DESTROY RECORDS WHEN 5 YEARS OLD, WHICHEVER IS SOONER. [N1-255-90-1 9]
	7. Copies of Records, Microfilm, and Data Tapes	
	Copies of records, documentation, microfilm, and data tapes contained in any of the above cited records series maintained at any other installation(s) other than at Kennedy Space Center.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. [N1-255-90-1 10]
26 [8600]	FLIGHT READINESS FILES (MSFC ONLY)	
	This record series consists of Flight Readiness Review Files (FRR) (condensed and complete versions) of all documentation on all flights; pre-flight; and approved documentation for each project office for a flight to go, including documentation that led up to the decisions made. Also included may be project correspondence and related materials. FRR's are maintained and will be transferred via the four project offices that directly support the Shuttle Program Office. These offices are: (1) Space Shuttle Main Engine; (2) External Tank; (3) Solid Rocket Booster; and, (4) the Redesigned Solid Rocket Motor. [NOTE: Office (3) and (4) were the same office up to STS-26 at which time they were separated into 2 different offices.]	
	A. Flight readiness review files (FRR) for the National Space Transportation System (STS) 1 to STS-25 (including documentation on Challenger).	* PERMANENT * RETIRE IMMEDIATELY TO FRC. TRANSFER TO NARA, JANUARY 1, 2002. [N1-255-92-3 1.A]
	B. Flight readiness review files for STS-26 and continuing flights.	* PERMANENT * RETAIN FRR's ON-SITE AT MSFC FOR 5 YEARS AFTER SUBJECT FLIGHT. RETIRE TO FRC FOR 10 YEARS. TRANSFER TO NARA 15 YEARS AFTER SUBJECT FLIGHT (INCLUDING TERMINATION OR CANCELLATION). [N1-255-92-3 1.B.]
	C. All other installations and copies.	DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD, WHICHEVER IS SOONER. [N1-255-92-3 1.C.]

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~27
[8600]~~

FLIGHT DATA FILES (FDF) RECORDS

These records/files consist of the total on-board complement of documentation and related aids available to the flight crews for flight execution. Materials include procedural checklists, integrated time-lines, cue cards, malfunction and reference data, crew activity plans, as well as decals, photos, and other specialized articles such as earth maps and star charts. The actual FDF consists of multiple copies of some documents dependent on crew requirements. The files will consist of the "as flown" materials, otherwise backup copies of flown documents will be provided if the originals are unavailable. No hardware items will be included in the materials transferred, e.g., pencils, clamps, backboards, plastic covers, edge labels, cuff checklist bracelet, and metal binding rings. These items will be removed from the FDF documents before being transferred to the Federal Records Center and/or the National Archives and Records Administration (NARA).

A. SPACE SHUTTLE PROGRAM (SSP) FDF RECORDS.

1. Flights STS-1 through STS 51L (1981-1986)
(NOTE: Flights 51C and 51J are Classified, and 51L is excluded. 51L records will be shipped with the Records being maintained in the JSC Data Repository)

* PERMANENT *
TRANSFER IMMEDIATELY TO
NARA.
[N1-255-88-1]

2. Flights STS-26 and continuing missions

* PERMANENT *
RETIRE TO FRC WHEN 6 MONTHS
OLD OR WHEN NO LONGER NEEDED
FOR OPERATIONAL OR REVIEW
PURPOSES, WHICHEVER IS EARLIER.
TRANSFER TO NARA 4 YEARS
AFTER MISSION/FLIGHT HAS BEEN
COMPLETED.
[N1-255-88-1]

B. FDF RECORDS PRIOR TO STS-1 DATED 1968 (or earlier):

- * Apollo 8 through Apollo 17
- * Skylab 2 through Skylab 4
- * Apollo-Soyuz Test Project (ASTP)
- * Shuttle Approach and Landing Test (ALT)
(-21 boxes; 5/22/68 - 12/21/77)

* PERMANENT *
TRANSFER TO NARA UPON
COMPLETION OF MICROFILMING.
TOTAL TRANSFER OF THESE
RECORDS WILL BE COMPLETED BY
DECEMBER 31, 1998.
[N1-255-88-1]

~~28
[8610]~~

**CONTRACTOR PERFORMANCE EVALUATION REPORT FILES - change
R&D PROJECT NASA/DOD**

(N 25-8)

Semiannual reports of the project manager for each major selected contract reviewed and commented upon by the contractor, and finally reviewed comprehensively at NASA Headquarters, including the final terminal report summarizing the whole period.

A. PROJECT MANAGER'S FILE

RETIRE TO FRC 2 YEARS AFTER
COMPLETION, TERMINATION, OR
CANCELLATION OF THE PROGRAM.
DESTROY WHEN 60 YEARS OLD.

~~**B. HEADQUARTERS.**~~

~~This file includes exchanges of correspondence with the contractor and Project Manager.~~

~~RETIRE TO FRC 1 YEAR AFTER
FINAL CONTRACT PAYMENT.
DESTROY 15 YEARS ¹⁰LATER. after
final payment.~~

ITEM
[UF]#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

29
[8610]
(N 24-17) **OPERATIONS PROGRAM PROGRESS REPORT FILES - R&D**
Reporting system for program scheduling and review (SARP) charts.

A. Office of Primary Responsibility for the reports.

* PERMANENT *
RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA WHEN 10 YEARS OLD.

B. All other offices/copies.

DESTROY WHEN 1 YEAR OLD.

~~**30**
[8621]~~ **STS 51-L DATA REPOSITORY RECORDS**

Withdrawn

~~A. **JSC ONLY**~~

~~This collection resides at Johnson Space Center and is know as the 51L Data Repository. The collection includes all impounded records from the STS 51-L accident and related data accumulated during and after the accident investigation(s). These files have been determined to be of significant value by the National STS Program Office and are used to satisfy inquiries associated with program activities. Included in the collection, but not limited to, are memos, letters, reports, photographs, film negatives, computer printouts, drawings, books, logs, notes, and data, video, and voice tapes. Also included within this mixed media may be duplication of information as it has been migrated from one medium to another.~~

~~* PERMANENT *
RETIRE ENTIRE COLLECTION TO FRC WHEN NO LONGER NEEDED FOR ACTIVE AGENCY USE (i.e., COURT CASES OR LITIGATION), OR WHEN 25 YEARS OLD, WHICHEVER IS SOONER. TRANSFER TO NARA WHEN 30 YEARS OLD.~~

~~B. All other Installations - Copies retained relating to the above series of records~~

~~DESTROY . . .~~

31
[8640]
(N 26-9) **AUDIO TAPES - MANNED FLIGHTS/GROUND CONTROL - change**

A. Manned space flights, ground control and flight crew communications (air to ground) tapes. (JSC ONLY)

1. Master tapes will all identifying information (including migration tapes if older material has been changed over to new technology). (Program Office OR Office of Primary Responsibility for control of these tapes)

* PERMANENT *
TRANSFER TO NARA WHEN ~~25~~ 10 YEARS OLD.

2. All other offices/copies, including working duplicates which will be clearly marked.

RETAIN IN THE JSC PHOTOGRAPHIC AND TELEVISION TECHNOLOGY DIVISION VAULT UNTIL NO LONGER NEEDED, OR 35 YEARS OLD, WHICHEVER IS LATER.

B. Spacecraft and launch vehicle testing including Shuttle testing. (KSC ONLY)

RELEASE FOR REUSE AS SOON AS PRACTICABLE. RELEASE FOR REUSE 60 DAYS AFTER LAUNCH OF SPACECRAFT INVOLVED.

C. Expendable launch vehicle testing.

RELEASE FOR REUSE AS SOON AS PRACTICABLE, I.E. 60 DAYS AFTER LAUNCH OF SPACECRAFT INVOLVED.

SCHEDULE 8

ITEM [UFI #]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
32 [8650] PASR	AIRCRAFT CREW MEMBERS QUALIFICATIONS AND PERFORMANCE - new RECORDS - NASA 10 ACMQ	*PERMANENT* RETAIN RECORDS IN AGENCY SPACE. DESTROY 5 YEARS AFTER CREW MEMBER SEPARATES FROM AGENCY.
33 [8650] PASR	KENNEDY SPACE CENTER (KSC) SHUTTLE TRAINING CERTIFICATION SYSTEM - new (YC 04) - NASA 76 STCS	OUTDATED RECORDS ARE DESTROYED. CURRENT RECORDS ARE MAINTAINED UNTIL 3 YEARS AFTER TRAINEE IS SEPARATED FROM NASA.
34 [8650] PASR	JOHNSON SPACE CENTER (JSC) ASTRONAUT TRAINING RECORDS - new	* PERMANENT * Transfer to NARA 5 years after completion of training program, i.e., each separate training program such as T-38, simulator or overall training for a specific mission. <i>10/19/85 cjt</i>
35 [8650]	ASTRONAUT SELECTION DATABASE (ELECTRONIC) - new	* PERMANENT * TRANSFER TO NARA WITHIN 6 MONTHS AFTER CLASS SELECTION.

NOTE: PHOTOGRAPHS - STILLS (M 9-4 / M 9-5)

SPACECRAFT

SEE SCHEDULE 2

ITEM
[UF/#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

36
[8680] **PAYLOAD PROCESSING DOCUMENTATION (KSC ONLY) - change**

A. PAYLOAD PROCESSING

Payload records pertaining to Operations and Maintenance Instructions, Test and Assembly Procedures, Test and Inspection Records, Discrepancy Reports, Test Preparation Sheet, Assembly Orders, Fabrication orders, Removal Control Cards, Contractor Unique Work Documents, and associated documentation.

1. Specified records (as cited above) which are mission and non-mission unique.

(a) Paper records.

RETIRE TO FRC WHEN 1 YEAR OLD AND AFTER MICROFILMING. DESTROY WHEN 16 YEARS OLD. [N1-255-90-1]

(b) Microfilm

RETAIN AT KSC. DESTROY WHEN 20 YEARS OLD. [N1-255-90-1]

2. Records pertaining to entry control logs, calibration and maintenance, data sheets, contamination analysis/cleaning, support requests, temperature/humidity charts, field engineering change, engineering instructions and associated documentation.

RETAIN RECORDS FOR 1 YEAR FOLLOWING MISSION, THEN DESTROY. [N1-255-90-1]

3. Records pertaining to Operations, Maintenance, Requirements, and Specifications including Revision Change Notices and Exceptions/Waivers.

RETAIN DOCUMENTS FOR 2 YEARS ON-SITE, THEN RETIRE TO FRC FOR 5 YEARS. DESTROY WHEN 7 YEARS OLD. [N1-255-90-1]

B. PAYLOAD SAFETY DATA

Records in this series consist of payload safety packages for Phase 0, I, II, and III safety reviews; non-compliance reports; and general correspondence for each STS payload and expendable launch vehicle NASA payload.

RETAIN DOCUMENTS FOR 5 YEARS AFTER LAST PAYLOAD LAUNCH.

1. SAFETY OFFICE

RETAIN DOCUMENTS FOR 5 YEARS AFTER COMPLETION OF LAUNCH. DESTROY WHEN 6 YEARS OLD.

2. PAYLOAD OFFICE

Files consist of documents designed for specific payload series, i.e., TDRS, etc.

RETAIN DOCUMENTS FOR 5 YEARS AFTER LAST PAYLOAD LAUNCH. DESTROY 6 YEARS AFTER LAST LAUNCH IN PAYLOAD SERIES.

3. ALL OTHER OFFICES/COPIES.

DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD WHICHEVER IS SOONER.

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

36
[8680]

CONTINUED: PAYLOAD PROCESSING DOCUMENTATION (KSC ONLY)

C. PAYLOAD DATA TAPES/OPTICAL DISK DATA (KSC ONLY)

These are the magnetic data tapes for the payload as it relates to the STS program.

1. Automated test equipment/high rate data system tapes (Spacelab).
RETAIN UNTIL 1 MONTH AFTER THE NEXT SIMILAR SPACELAB MISSION THEN DESTROY (RELEASE FOR REUSE).
[N1-255-90-1 6.a]
2. Cargo integration test equipment/CITE augmentation system data tapes.
 - (a) CITE Tapes.
RETAIN FOR 1 YEAR THEN DESTROY OR RELEASE FOR REUSE.
[N1-255-90-1 6.b.(1)]
 - (b) CAS Tapes.
RETAIN FOR 30 DAYS THEN DESTROY OR RELEASE FOR REUSE.
[N1-255-90-1 6.b (2)]
3. Payload checkout unit/high rate multiplexer input/output test set/partial payload checkout unit.
RETAIN UNTIL 1 YEAR AFTER COMPLETION OF MISSION, THEN DESTROY OR RELEASE FOR REUSE.
[N1-255-90-1 6.c.]
4. Tapes relating to the storage of database operating system and magnetically archived data records for the Payload Data Management System.
TAPES ARE RECYCLED FOR USE 2 YEARS AFTER CREATION.
[N1-255-90-1 6 d.]
5. Tapes relating to the storage of telemetry and tracking data from the launch of expendable launch vehicles (ELV).
MAJOR TEST TAPES ARE RECYCLED AFTER 5 SIMILAR MISSIONS OTHER TAPES WILL BE RECYCLED AFTER THE LAUNCH OF THE NEXT SIMILAR VEHICLE.
[N1-255-90-1 6 e.]

37

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) CITATION - new FILES

[8720]

Files consist of original letters of Citation & Notification of Penalty from the U.S. Department of Labor; Results of investigations; Modification Abatement Plan Requests; and, Final Abatement Plan Documentation.

RETIRE TO FRC 5 YEARS AFTER DATE OF ABATEMENT/RESOLUTION. DESTROY 10 YEARS AFTER DATE OF ABATEMENT/RESOLUTION.

ITEM [UFI#]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
38 [8700] (N 21-12)	RADIOACTIVE MATERIALS INSPECTION AND TEST FILES - change Documents relating to the inspection of materials, premises, and facilities where radioactive, hazardous, and toxic materials are use or stored and documents pertaining to tests made of such premises, facilities, and radiation detecting or monitoring devices. A. Office of Primary Responsibility. B. All other offices/copies.	PERMANENT RETIRE TO FRC WHEN 6 YEARS OLD. TRANSFER TO NARA WHEN 15 YEARS OLD. Destroy when 75 years old. DESTROY WHEN 5 YEARS OLD.
39 [8700] (N 21-13)	RADIATION MONITORING AND DISPOSAL FILES Records maintained to conform with Nuclear Regulatory Commission (NRC)/ Department of Energy (DOE) regulations regarding radiation monitoring and disposal. [SEE NOTE₁]	DESTROY WHEN 75 YEARS OLD.
40 [8700] (N 21-11)	RADIOACTIVE MATERIALS LICENSE FILES Documents relating to requests for issuance of, and compliance with, licenses for by-product, source, and special nuclear materials. Included are applications for license, approval documents, licenses, requests for, and approval of disapproval of, deviations, documents relating to changes in personnel authorized to receive and handle such materials, and related papers.	DESTROY 10 YEARS AFTER EXPIRATION OR RENEWAL OF THE LICENSE, PROVIDED ALL MATERIAL PROCURED HAS BEEN DISPOSED OF.
41 [8720] (N 11-4d)	HEALTH AND MEDICAL CASE HISTORIES OF ASBESTOS WORKERS Health and medical case histories and physical examination records, including X-ray films, for all asbestos workers (employees exposed to airborne concentration of asbestos fibers).	RETIRE WITH INDIVIDUAL EMPLOYEE HEALTH CASE FILES AS LISTED IN SCHEDULE 1 OF THIS HANDBOOK. [GRS 1-21 (92)] (item 127 A.1)
42 [8800]	ASBESTOS RECORDS - new The work plan which includes drawings, qualifications of personnel, and abatement procedures; notification of the work to be done to the regulatory agency; analytical reports from the laboratory verifying the levels of asbestos exposure; and, the final report by the abatement contractor to NASA.	PERMANENT RETAIN ON-SITE FOR 30 YEARS. TRANSFER TO NARA WHEN 30 YEARS OLD. then retire to FRC. Destroy when 55 years old.

NOTE₁: Also see Schedule 1, UFI 1860. This UFI deals specifically with Radiological Health Records.
[See Item 130, Schedule 1]

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

43 ENVIRONMENTAL RECORDS

[8800]
(N 18-13)

Reports concerning the prevention, control, and abatement of air and water pollution at NASA facilities. This record series covers in generic terms miscellaneous records not covered under a specific item in this series.

A. ENVIRONMENTAL REPORTS - MISCELLANEOUS

Installation report to NASA Headquarters, and reports as compiled by Headquarters from the installation submissions.

1. Reporting Installation.

RETAIN ON-SITE FOR 5 YEARS AND THEN DESTROY UNLESS THERE IS AN EARLIER DESTRUCTION AUTHORIZED EITHER IN THIS HANDBOOK BY SPECIFIC RECORD SERIES; CITATION IN THE CODE OF FEDERAL REGULATIONS (CFR); OR SOME OTHER APPROPRIATE REGULATORY AUTHORITY OR SPECIFIC STATE AGENCY GOVERNING SUCH RECORDS.

2. Headquarters.

TRANSFER TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 6 YEARS OLD.

B. RESOURCE CONSERVATION AND RECOVERY ACT RECORDS (RCRA)

Records include correspondence concerning hazardous waste activities including Notices of Hazardous Waste activities, hazardous waste generators report(s), inspections; notices of violations and corrective actions, and treatment; storage and disposal facility audits, toxic chemical source reduction; recycling and solid waste management; used oil management and recycling; and, general correspondence about such activities.

1. Notices of Hazardous Waste Activity.

DESTROY WHEN NOTICE HAS BEEN REVISED OR WHEN 3 YEARS OLD, WHICHEVER IS LATER.

2. Hazardous Waste Generators Report and Manifests.

DESTROY WHEN 3 YEARS OLD.

ITEM
[UF1#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

43
[8800]

CONTINUED: ENVIRONMENTAL RECORDS

C. TOXIC SUBSTANCE CONTROL ACT RECORDS (TSCA)

Records include correspondence concerning polychlorinated biphenyls (PCB) and asbestos including records of PCBs in service; spills and clean-up records; PCB transformer inspections and PCB annual documents; notifications of asbestos removal; inspections; notices of violation and corrective actions; treatment, storage, and disposal facility audits; and, general correspondence about PCB and asbestos activities.

- | | |
|--|---|
| 1. Records of PCBs in service (Report to EPA). | DESTROY WHEN 3 YEARS OLD |
| 2. PCB spills and cleanup records. | DESTROY WHEN 5 YEARS OLD.
[AUTHORITY: 40 CFR/ 761.125] |
| 3. PCB transformer inspections. | DESTROY 3 YEARS AFTER
DISPOSAL OF RELATED
TRANSFORMER
[AUTHORITY: 40 CFR/ 761.30] |
| 4. PCB Annual Document. | DESTROY 5 YEARS AFTER
STOPPING USE OR STORING OF
PCBs
[AUTHORITY: 40 CFR/ 761.180] |

D. CLEAN WATER ACT

Records include correspondence concerning all water resource activities including monthly discharge monitoring reports, local monitoring reports; permit applications; underground storage tanks; wells; wetlands; inspections; notices of violation and corrective actions; and, general correspondence about water and wetland resources.

- | | |
|---|--|
| 1. Underground storage tanks.

Records consist of notifications of, release reports, corrective actions, and closure notifications. | DESTROY RECORDS WHEN 3 YEARS OLD, EXCEPT CLOSURE NOTIFICATIONS WHICH ARE DESTROYED 3 YEARS AFTER CLOSURE OF THE RELATED TANK. |
| 2. Monthly discharge monitoring reports (LaRC ONLY). | DESTROY WHEN 3 YEARS OLD.
[AUTHORITY: HAMPTON ROADS SANITATION DISTRICT REGULATIONS AND STATE WATER CONTROL BOARD - VIRGINIA] |
| 3. Hampton Roads Sanitation District (HRSD) Self Monitoring Reports (LaRC ONLY). | DESTROY WHEN 3 YEARS OLD.
[AUTHORITY: HRSD REGS] |
| 4. Toxic management program records. | DESTROY WHEN 3 YEARS OLD. |
| 5. Permits from the Virginia Pollution Discharge Elimination System (VPDES) and HRSD (LaRC ONLY). | DESTROY WHEN 5 YEARS OLD. |

SCHEDULE 8

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
43 [8800]	CONTINUED: ENVIRONMENTAL RECORDS	
	E. <u>CLEAN AIR ACT (LaRC ONLY)</u>	
	Records include correspondence concerning all air pollution activities including air source registrations and permits, "non-criteria" pollutants; inspections; notices of violation and corrective actions, and, general correspondence about air resources.	DESTROY WHEN 2 YEARS OLD. [AUTHORITY: STATE DEPARTMENT OF AIR POLLUTION CONTROL, VIRGINIA]
	F. <u>SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT (SARA)</u>	
	Records include correspondence concerning Tier II Reports and Community-Right-to-Know activities; inspections; notices of violation and corrective actions; and, general correspondence about storage of hazardous materials.	DESTROY WHEN 3 YEARS OLD.
	G. <u>COMPREHENSIVE ENVIRONMENTAL RESPONSE COMPENSATION, AND LIABILITY ACT (CERCLA)</u>	
	Records include correspondence concerning contaminated site activities including Preliminary Assessments and Remedial investigations/feasibility studies, clean-up and remediation activities; site closure plans and activities; inspections; notices of violation and corrective actions; and, general correspondence about such activities.	DESTROY WHEN 5 YEARS OLD. Retire when 5 years old. Destroy when 10 years old.
	H. <u>NATIONAL ENVIRONMENTAL POLICY ACT</u>	
	Records include correspondence concerning Federal environmental assessment issues including environmental assessments, environmental analyses; environmental impact statements; press releases and public comments on impact statements, environmental consideration records; and, general correspondence about such activities.	DESTROY WHEN 5 YEARS OLD. 1/22/96 [AUTHORITY: COUNCIL ON ENVIRONMENTAL QUALITY (CEQ)] 9/5

ITEM [UFI#]	DESCRIPTION OF RECORD SERIES	MINIMUM RETENTION
43 [8800]	CONTINUED: ENVIRONMENTAL RECORDS	
	I. <u>SPECIAL AGREEMENTS</u>	
	Records include correspondence concerning special agreements or actions Federal, State, and local regulatory agencies including Federal Facility Compliance Agreements (FFCA); consent agreements; interagency agreements; notices of non-compliance with such agreements; corrective actions; and, general correspondence about such activities.	DESTROY 7 YEARS AFTER COMPLETION OF EXISTING FEDERAL FACILITIES COMPLIANCE AGREEMENT WITH EPA APPROVAL. [AUTHORITY: FFCA]
	J. <u>ROUTINE CORRESPONDENCE - ENVIRONMENTAL ENGINEERING</u> (LaRC ONLY)	
	Records include routine correspondence with other NASA centers, Headquarters, and regulatory agencies such as U.S. Environmental Protection Agency; State Water Control Board; Hampton Roads Sanitation District; Virginia Department of Waste Management; Fish and Wildlife; and, the Virginia Department of Health.	DESTROY WHEN 3 YEARS OLD UNLESS OTHERWISE DICTATED OR SPECIFIED BY FEDERAL, STATE, OR LOCAL REGULATORY AGENCY, WHICHEVER IS LONGER.
44 [8800]	WIND TUNNEL FILES - new	
	A. <u>WIND TUNNEL FACILITY - R&D PROJECT</u> (MSFC ONLY)	
	Records in this series are historical and experimental data from wind tunnel tests run on a 14-inch Trisonic Wind Tunnel and the High Reynolds Number Wind Tunnel. Tests were "force" test data with respect to (1) 14" data on mock model shuttle and (2) High Reynolds data on solid rocket booster motor. Data is submitted and filed by the associated tunnel used and test number for both facilities. [SEE NOTE ₁]	11/1/95 C/S Retire to FRC upon approval. Destroy in 2005.
	B. <u>NATIONAL TRANSONIC WIND TUNNEL</u> (1980 - 1990) (LaRC ONLY)	
	Records in these files (both inactive and active) consist of case files which include but are not limited to Work Packages, which are the instructions and specifications on maintenance/operations, configuration, and how to operate the structure, including wind tunnel test files which include the results of tests, drawings, models, fabrication and design, and specifications from start to finish of the project. [SEE NOTE ₂]	Retire to FRC upon approval. Destroy in 2005.
	C. <u>WIND TUNNEL RECORDS - GENERAL</u>	
	Records in these files (both inactive and active) consist of case files which include but are not limited to work packages, instructions and specifications on the maintenance and operation, configuration, and how to operate the structure; and, wind tunnel test files, which include the results of tests, drawings, models, fabrication and design, and specifications from start to finish.	RETAIN RECORDS UNTIL NO LONGER NEEDED FOR REFERENCE USE, DISCONTINUANCE OF FACILITY, OR WHEN 15 YEARS OLD, WHICHEVER IS LATER.

NOTE₁: This is a CLOSED Series. Dated: 1970-1985 - 56 c.feet.

NOTE₂: This is a CLOSED Series. The Wind Tunnel was demolished over a 5-year period. There is currently 10 years of records on-hand.

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~45~~
~~[8800]~~
~~(N 18-1)~~

~~FACILITIES PROJECT CASE FILES~~

~~Documents relating to project requests, including approval, establishing funds, schedules of accomplishments, progress, payments, and the finalization.~~

~~A. Office of Primary Responsibility - Headquarters.~~

~~RETIRE TO FRC 2 YEARS AFTER
PHYSICAL COMPLETION OR
DISBANDING OF PROJECT.
DESTROY 5 YEARS LATER.~~

~~B. All other offices/copies.~~

~~DESTROY 2 YEARS AFTER PHYSICAL
COMPLETION OR DISBANDING OF
PROJECT.~~

46
[8800]
(N 5-1)

PLANT ACCOUNTING FILES

Plant account cards and ledgers pertaining to structures.

DESTROY WHEN 3 YEARS OLD.
[GRS 8-1 (88)]

47
[8810]
(N 18-3)

AGENCY SPACE FILES

Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.

A. Building plan files and related agency records utilized in space planning, assignment, and adjustment.

DESTROY 2 YEARS AFTER
TERMINATION OF ASSIGNMENT, OR
WHEN LEASE IS CANCELLED, OR
WHEN PLANS ARE SUPERSEDED OR
OBSOLETE.
[GRS 11-2a (88)]

B. Building space utilization report; annual reports of space utilization of all buildings, including numbers of people, areas, and purposes for which used (NASA Form 1400).

DESTROY 2 YEARS AFTER DATE OF
SUBMISSION TO HEADQUARTERS.

C. Installation or facility records consisting of institutional housing housing requirements, quarterly real property inventory; and real property summary reports.

DESTROY 2 YEARS AFTER DISPOSAL
OF INSTALLATION OR FACILITY.

D. Installation real property inventories, trailer reports, and rental of real property reports submitted by program offices and/or installations.

RETAIN CURRENT AND PREVIOUS
FISCAL YEAR REPORTS. DESTROY
ALL OTHERS.

E. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.

1. Agency reports to the General Services Administration, including SF 81, Request for Space, and related documents, concerning space occupied in "Metropolitan Washington" and "Outside the District of Columbia," and related papers.

DESTROY WHEN 2 YEARS OLD.
[GRS 11-2b (88)]

2. Copies in subordinate reporting units and related work papers.

DESTROY WHEN 1 YEAR OLD.
[GRS 11-2b (88)]

ITEM
[UF/#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

48
[8810]

REAL PROPERTY FILES

A. CONSTRUCTION FILES

(N 18-4)

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.

(a) Selected studies that are considered unique in character.

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.

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER.

(c) Records and files NOT included under Item 44 of this schedule.

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.

(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. RETIRE TO FRC FOR 5 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. RETIRE TO FRC FOR 12 YEARS. DESTROY 15 YEARS AFTER COMPLETION OR FINAL PAYMENT.

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 above item).

* PERMANENT *
FILE WITH THE ACTUAL CONSTRUCTION CASE FILE. RETIRE AND TRANSFER WITH THAT FILE.

(b) Routine office/lab buildings/facilities.

SEE DISPOSITION IN ITEM 47.A.2.(b) ABOVE.

Withdrawn

SCHEDULE 8

ITEM
[UFI #]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

~~48
[8800]~~

~~CONTINUED: REAL PROPERTY FILES~~

~~[8811]
(N 18-2)~~

~~B. INSTALLATION RECORDS - PERMITS, LEASES, LICENSES, ETC.~~

~~(N 18-12)~~

~~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 *
RETIRE TO FRC 2 YEARS AFTER
DISPOSAL OF INSTALLATION.
TRANSFER TO NARA 5 YEARS
LATER.~~

~~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 *
RETIRE TO FRC 2 YEARS AFTER
DISPOSAL OF PROPERTY.
TRANSFER TO NARA WHEN 25
YEARS OLD.~~

~~3. NASA (BOC) PROJECT CONTROL BOARD FILES (KSC ONLY)~~

~~Record copy of individual files, controlled by work authorization package number (WAPN), pertaining to changes in configuration of physical structures, modifications, and unique work activities on assigned facilities, systems and equipment within the contractual cost/scope limits provided to the Base Operations Contract (BOC). (Series includes both NASA-held and BOC-held Government records.)~~

~~(a) Approved and Cancelled Approved WAPN.~~

~~* PERMANENT *
RETIRE TO FRC WHEN 5 YEARS
OLD. TRANSFER TO NARA WHEN 20
YEARS OLD.~~

~~(b) Disapproved WAPN.~~

~~DESTROY WHEN 5 YEARS OLD OR
WHEN NO LONGER NEEDED,
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.~~

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

ITEM
[UFI#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

48
[8811]

CONTINUED: REAL PROPERTY FILES

D. MASTER PLANS

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

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

DESTROY WHEN OBSOLETE OR WHEN 10 YEAR OLD, WHICHEVER IS SOONER.

(N 18-1) E. TITLE PAPERS

Papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).

1. Papers for property acquired prior to January 1, 1921.
2. Papers for property acquired since January 1, 1921, other than abstract or certificate of title.
3. Abstract or certificate of title.
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.

* PERMANENT *
TRANSFER TO NARA AFTER UNCONDITIONAL SALE OR RELEASE BY THE GOVERNMENT.

DESTROY 10 YEARS AFTER UNCONDITIONAL SALE OR RELEASE BY THE GOVERNMENT OR CONDITIONS, RESTRICTIONS, MORTGAGES, OR OTHER LIENS. [GRS 3-1a (88)]

TRANSFER TO PURCHASER AFTER UNCONDITIONAL SALE OR RELEASE BY THE GOVERNMENT OF CONDITIONS, RESTRICTIONS, MORTGAGES, OR OTHER LIENS. [GRS 3-1b (88)]

TRANSFER TO NEW CUSTODIAN UPON COMPLETION OF SALE, TRADE, OR DONATION PROCEEDINGS, OR ACCEPTANCE OF PURCHASE MONEY MORTGAGE. [GRS 4-4 (88)]

SCHEDULE 8

<u>ITEM</u> <u>[UFI #]</u>	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM</u> <u>RETENTION</u>
49 [8814] (N 15-31)	HOUSE APPLICATION FILES	
	A. Applications for, and certificates of eligibility for housing of essential employees, and all related documents.	DESTROY 5 YEARS AFTER THE THE ISSUANCE OF EACH CERTIFICATE.
	B. Forms requesting agency assistance in housing matters, such as rental or purchase.	DESTROY WHEN 1 YEAR OLD. [GRS I-25e (88)]
50 [8814] PASR	WALLOPS FLIGHT FACILITY BASE HOUSING TENANT RECORDS - NASA 53 BHTR - new	
	Records in this system consist of housing rental agreements, records of rent receipts and records of dormitory occupants.	DESTROY WHEN 30 YEARS OLD UNLESS AUTHORIZED BY ANOTHER SERIES IDENTIFIED WITHIN THESE SCHEDULES.
51 [8814] PASR	WHITE SANDS TEST FACILITY FEDERAL HOUSING ADMINISTRATION (FHA) 809 - new HOUSING PROGRAM - NASA 73 FHAP	
	Records in this system consist of WSTF Civil Service and contractor personnel who have applied for FHA 809 housing. Records contain personal data (i.e., name, address, home phone, age, etc.), realtor, mortgage, and employment data.	CERTIFICATES ARE HELD FOR 5 YEARS AFTER ISSUANCE AND THEN DESTROYED. INDEX CARDS ARE RETAINED IN AGENCY SPACE UNTIL 50 YEARS OLD AND THEN DESTROYED.
52 [8820] (N 20-10)	SHOP PLANNING AND LAYOUT FILES	
	Documents reflecting the layout, location, and comparable data relative relative to manufacturing space, machinery, and equipment.	DESTROY WHEN SUPERSEDED OR OBSOLETE, OR WHEN 10 YEARS OLD WHICHEVER IS LATER.
53 [8820] (N 18-10)	FEDERAL STRUCTURES DESIGN FILES	
<i>Withdrawn</i>	Preliminary and presentation drawings and models of Federal structures and engineering projects. Includes design criteria, trade-off studies, and estimates of cost.	
	A. Files selected for architectural, historical, and technological significance.	
	1. Drawings.	RETIRE WITH INSTALLATION PROPERTY FILES UNDER ITEM 40 B.2. OF THIS SCHEDULE.
	2. Models.	MODELS ARE CONSIDERED NON-RECORD MATERIAL AND MAY BE TRANSFERRED TO THE NATIONAL AIR AND SPACE MUSEUM WHEN NO LONGER REQUIRED.
	B. Authorized projects.	DESTROY 2 YEARS AFTER COMPLETION OR DISBANDING OF PROJECT.
	C. Unauthorized projects.	
	1. Installations.	DESTROY 4 YEARS AFTER DATE OF LAST DOCUMENT IN FILE.
	2. NASA Headquarters.	DESTROY 2 YEARS AFTER SUBMISSION.

ITEM
[UF#]

DESCRIPTION OF RECORD SERIES

MINIMUM
RETENTION

53
[8820]

CONTINUED: FEDERAL STRUCTURES DESIGN FILES

D. DRAWINGS/SPECIFICATIONS - ACTIVE/ON-GOING FACILITIES

Files consist of drawings, specifications, copies of experimental, preliminary, final drawings, and calculations for Coff construction.

1. Original drawings/specifications and calculations.

* PERMANENT *
SEE ITEM 48 OF THIS SCHEDULE
FOR DISPOSITION INSTRUCTIONS.

2. Voided drawings.

These files consist of original voided drawing sheets (obsolete, cancelled, replaced or modified) that have been replaced by redrawn or revised sheets for facilities, systems, and equipment.

(HISTORICAL DATA FILES ARE EXCLUDED FROM THIS DISPOSITION - SEE ITEM 53.D.3)

(a) Hard copy drawing.

MAINTAIN FOR 3 MONTHS AFTER
RELEASE OF THE DRAWING
REVISION. DESTROY AFTER
MICROFILMING.

(b) Microfilm copy.

RETAIN ON-SITE. DESTROY WHEN
NO LONGER NEEDED FOR
ADMINISTRATIVE OR REFERENCE
PURPOSES OR WHEN 75 YEARS
OLD, WHICHEVER IS LATER.

3. Historical drawings.

Records in this series consist of the above 2 categories but are considered unique and have some historical importance.

* PERMANENT *
RETAIN ORIGINAL ON-SITE FOR 20
YEARS. RETIRE TO FRC FOR 10
YEARS, THEN TRANSFER TO NARA
WHEN 30 YEARS OLD.

4. Silver halide aperture cards of original drawings and/or microfilm of specifications.

* PERMANENT *
TRANSFER TO NARA WHEN 20
YEARS OLD OR WHEN PROJECT IS
COMPLETE, WHICHEVER IS
LONGER.

5. All other office/copies of the above records.

DESTROY WHEN NO LONGER
NEEDED FOR REFERENCE OR
ADMINISTRATIVE USE OR WHEN 5
YEARS OLD.

SCHEDULE 8

**ITEM
[UE#]**

DESCRIPTION OF RECORD SERIES

**MINIMUM
RETENTION**

~~54
[8820]~~

~~**CoFF CONSTRUCTION/DESIGN FILES - CORP OF ENGINEER (KSC ONLY)**~~

~~Records in this "COFF" series of records date from 1955 to 1970 and consist of Corp of Engineer drawings and bid files which are not maintained elsewhere at KSC. Also files of the NASA Procurement Office did not originate these files.
[SEE NOTE,]~~

~~* PERMANENT *
TRANSFER TO NARA AFTER RECORD CLEAN-UP AND MICROFILMING HAS BEEN COMPLETED. TRANSFER TO NARA NOT LATER THAN JANUARY 1, 1998.~~

~~55
[8820]~~

~~**CoFF PROJECTS FINAL REPORTS**~~

~~Records in this series include final reports for:~~

- ~~1. Completed Projects
2. Cancelled or Terminated Projects
3. Suspended Projects~~

~~* PERMANENT *
RETIRE TO ERC UPON DESIGNATED EVENT. TRANSFER TO NARA 20 YEARS AFTER DESIGNATED EVENT~~

~~56
[8830]~~

~~**REPAIR AND UTILITY FILES**~~

~~(N 18-16)~~

~~A. REPAIR AND UTILITY WORK ORDERS~~

~~Requests for repairs and orders, including correspondence, drawings, worksheets, standing work orders, and all related materials.~~

- ~~1. Office of primary responsibility.
2. All other offices/copies (EXCLUDING fiscal).~~

~~DESTROY WHEN 3 YEARS OLD
DESTROY ON COMPLETION OF WORK.~~

~~(N 18-14)~~

~~B. MAINTENANCE RECORDS~~

- ~~1. Documents showing maintenance performed and required on systems and plants, including Preventive Maintenance Instructions (PMI) and Preventive Maintenance Action Requests (PMAR).~~

- ~~(a) Paper.
(b) Database.~~

~~DESTROY WHEN 3 YEARS OLD.
DELETE WHEN NO LONGER NEEDED.~~

- ~~2. General Facility Records (WSTF ONLY)
Records contained in this series consists of maintenance, repair, and~~

~~documentation on power supply, water, gas, cryogenics, and other related services for the support of the test stand facility. Included are general maintenance records and other bills related to these facilities.~~

~~DESTROY RECORDS WHEN 3 YEARS OLD,
OR WHEN NO LONGER NEEDED,
WHICHEVER IS SOONER.
[N1-255-90-4]~~

~~(N 18-15)~~

~~C. UTILITY OPERATING LOG~~

~~Logs showing operations of utilities including temperature, humidity, pressure, and other such readings~~

~~DESTROY WHEN 3 YEARS OLD OR
WHEN NO LONGER NEEDED,
WHICHEVER IS SOONER.
[N1-255-94-3]~~

NOTE,: This is a CLOSED series of records. Current accumulation on-hand 75 cubic ft.

SCHEDULE 8

ITEM [UFI #]	<u>DESCRIPTION OF RECORD SERIES</u>	<u>MINIMUM RETENTION</u>
57 [8900] (N 11-4c)	ASTRONAUT MEDICAL REPORTS/RECORDS Health and medical case histories, and physical and environmental records, biomedical data pertaining to NASA astronauts, including space flight (mission) data, i.e., astronaut medical testing results, flight and ground-based data collected from astronauts and civilians including procedures, correspondence, log books, strip charts, etc [SEE NOTE,1]	* PERMANENT * RETIRE RECORDS TO FRC WHEN ASTRONAUT IS SEPARATED FROM THE PROGRAM/AGENCY. TRANSFER TO NARA WHEN 30 YEARS OLD.
58 [8900]	MEDICAL RECORDS - TEST SUBJECTS Records in this series consist of medical records of test subjects under contract to NASA which include documentation of physical exams, diagnosis, treatment, and tests given in order for the individual to participate as a "test" subject in R&D Project medical tests.	DESTROY 75 YEARS AFTER BIRTH DATE (DOB), OR 60 YEARS AFTER DATE OF EARLIEST DOCUMENT IN THE FOLDER IF DOB CANNOT BE ASCERTAINED, OR 30 YEARS AFTER CONTRACT HAS BEEN COMPLETED/TERMINATED, WHICHEVER IS LATER.

END OF SCHEDULE

NOTE,: *Medical records for the astronauts are kept all together, ground medical/routine as well as space flight medical. This information is maintained by astronaut name in one complete medical history case file.*