

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## Schedule Number: N1-255-99-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 7/2/2024

### ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 2. W255-72A3160, 255-79-0635, and 255-80-0604 are shelved at WNRC.

Item 4. Some records accessioned by NARA

Item 5. W255-70D5474

Item 12. W255-66B0379

Item 15. W255-73A0655 and 255-75 A 0142

Item 17. 255-84-0605

### SUPERSEDED AND OBSOLETE ITEMS

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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

Item 3 was destroyed in 2009.

Item 6 was accessioned by NARA in 2001.

Item 7 was destroyed in 2009.

Item 8 was accessioned by NARA in 2001.

Item 9 was destroyed in 2006.

Item 10 was destroyed in 2009.

Item 11 was accessioned by NARA in 2001.

Item 13 was accessioned by NARA in 2001.

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Item 14 was accessioned by NARA in 2001.

Item 16 was accessioned by NARA in 2001.

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## REQUEST FOR RECORDS DISPOSITION AUTHORITY

N1-255-99-4

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION  
WASHINGTON, DC 20408

DATE RECEIVED

12-27-00

1. FROM (Agency or establishment)  
National Aeronautics and Space Administration

## NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

*Roland Ridgeway*

5. TELEPHONE

202-358-4485

DATE

6-6-01

ARCHIVIST OF THE UNITED STATES

*J.W. Carl*

## 6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12-20-00	Roland Ridgeway <i>Roland M. Ridgeway</i>	Records Officer

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>WNRC Project Records stored at WNRC.</p> <p>Please see attached.</p> <p><i>Agency, N WMD, N WCT, N WNW, Washington</i></p>		

National Aeronautics and Space Administration  
WNRC Project  
RG 255 records stored at the Washington National Records Center

Note: This schedule provides one-time only disposition authority for the specific NASA records listed in this records schedule. The disposition is to be applied to the accessions listed below, located at the Washington National Records Center. This schedule cannot be used to provide continuing disposition authority to NASA records that may be located elsewhere in agency custody. This schedule does not apply to related unscheduled records located at NASA.

National Aeronautics and Space Administration

**Item 1. NASA Comptroller, Director of Facilities. Correspondence-1970. 8 c.f.**

The Director of Facilities exercises full control of the management activity necessary to develop and maintain physical plant and equipment capability to meet operational requirements of program and institutional managers. Textual correspondence, including reports, memoranda, and meeting minutes.

WNRC Accessions:

255-70A-7062  
255-72A-5572

Disposition: PERMANENT. Transfer to the National Archives in 2001.

Justification: These records provide evidential value on decisions and actions regarding planning, design, acquisition, and use or disposal of NASA facilities including land and collateral equipment. The records also serve as a reference to related NASA real property series located at WNRC, Installation Property Records, which are also recommended in this schedule for permanent retention.

Note: Items 2 - 4 were originally submitted in Job No. N1-255-94-3, Schedule 8, item 48. However, the records in this item remained unscheduled as the item was withdrawn from N1-255-94-3; there are four series at WNRC that match to withdrawn subitems of item 48 and they are as follows:

**Item 2. NASA Comptroller, Director of Facilities. Real Property Reports to GSA, 1968-1981. 16 c.f.  
[withdrawn from 8/48/C]**

Routine reports to the General Services Administration containing real property inventories with jurisdictional status of federal areas within states, accounting for total facilities including NASA industrial facilities and in-house facilities. Arranged chronologically.

Disposition: TEMPORARY. Destroy in five year blocks when oldest record is 20 years-old.

WNRC Accessions:

255-72A3160  
255-79-0635  
255-79-0679  
255-80-0604

255-80-0662  
255-81-0631  
255-83-0642

Justification: These records have long-term administrative and legal value to NASA. There is insufficient detail to document the use or conditions regarding facility development and management to warrant secondary historic use.

**Item 3. NASA Headquarters, Office of Management Systems and Facilities, Facilities Engineering Division. Construction Files, 1989-1993. 8 c.f. [withdrawn from 8/48/A1]**

Background papers with intermediate and pre-final plans for Federal structures and engineering projects. NASA files for initiated and completed construction projects, including background papers that do not relate to significant projects or facilities.

Disposition: TEMPORARY. Destroy when 15 years old.

Justification: These files appear to be duplicates of records containing complete information such as Actual Construction Files with textual and audiovisual media of planned and "as built" records; however, these also remain unscheduled. Given the recent date of the records in item 3, and as the series description indicates, these records do not pertain to the construction of significant structures at the NASA centers.

**WNRC Accessions:**

255-96-0732  
255-96-0733

**Item 4. NASA Comptroller, Director of Facilities. Installation Property Records, 1959-1992. 294 c.f. [withdrawn from 8/48/B]**

The Director of Facilities exercises full control of the management activity necessary to develop and maintain physical plant and equipment capability to meet operational requirements of program and institutional managers. These records relate to the planning, design, acquisition, maintenance, use, repair, alteration and disposal of facilities including land and collateral equipment. They include original title documents, tract descriptions, correspondence, drawings, maps, building and system plans, and reports related to NASA installations. While some installations may be more routine in nature, most records address significant installations, such as Goddard Space Flight Center, established in 1958, with responsibility for conducting basic and applied research in the fields of unmanned spacecraft and sounding rockets. Arrangement varies, however most files are arranged by facility, such as Kennedy Space Center, and thereunder, by tract number and location.

Disposition: PERMANENT. Transfer records covering 1959-1970 to the National Archives in 2001. Transfer remaining accessions in five year blocks when oldest records are 30 years old.

Justification: These records have long-term administrative and legal value to NASA. They also have historical value in providing detailed information about the planning, condition, and use of NASA facilities over time. Also, they will compliment NARA holdings of NASA's predecessor agency, the National Advisory Committee for Aeronautics (NACA), 1915-1958, which include field installation records (under RG255-4 in the *Guide to*

*Federal Records in the National Archives of the United States*). This series also relates to the correspondence series, which provides information about the facilities program as a whole. The Installation Property Files provide information about each center.

WNRC Accessions:

255-66A-1295  
255-66A-1366  
255-71A-5923  
255-72A-5573  
255-73-0660  
255-73B-0696  
255-73-0755  
255-74-0650  
255-75-0141  
255-75-0146  
255-76-0668  
255-77-0178  
255-77-0179  
255-78-0276  
255-78-0363  
255-80-0365  
255-81-0366  
255-85-0631  
255-87-0276  
255-87-0303  
255-89-0305  
255-91-0320  
255-91-0640  
255-91-0641  
255-91-0644  
255-91-0645  
255-92-0681  
255-93-0644

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255-91-0641  
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255-92-0681  
255-93-0644

**Item 5. Astronaut Activity files. 1960 - 1969. 2 c.f.**

These files are the records of the Public Information Office for International Affairs. Files concerning foreign travel by astronauts including itineraries, trip reports, lists of embassies, State Department telegrams, and media and public reaction. These files consist of file folders with the astronauts traveling activities and specific schedules of astronauts such as Cooper, Conrad, and Glenn throughout the world including trips to various embassies such as Colonel Glenn's Goodwill Tour of Europe. These files document responses to inquiries regarding coordinating astronaut travel abroad, such as requests for transmission time between ROTC cadets attending summer camp in Massachusetts with astronauts aboard the Kingsport at sea, and week long experiment of telephone calls between Geneva, Switzerland, New York and Washington, DC. These files included NASA form 804a: Request for Syncron Transmission Time which allowed the communication.

Disposition: PERMANENT. Transfer to the National Archives in 2001.

Justification: These records are historically significant because they document the early history of the American space program, its effects on the foreign countries visited by astronauts, and biographical information about the astronauts.

WNRC Accession: 255-70A-5474

WNRC Accession: 255-70D5474

**Item 6. Research and Technology Advisory Committee on Fluid Mechanics. May 1962 - May 1971. 1 c.f.**

WNRC Accession: 255-72B-3155

These files are the records of the Office of Advanced Research and Technology, Aerodynamics and Vehicle Systems Division at the Ames Research Center, Moffet Field, CA. Fluid mechanics is the study of the behavior of fluids in response to applied forces. The force of gravity on Earth plays an important role in fluid behavior. In the weightless environment of space, however, gravity is usually not a significant factor in governing fluids; other forces are more pronounced. This Committee studied these factors. This schedule identifies the two series found in this one-box accession, and allows for the disposition of the records covered by the General Records Schedule (GRS) during archival processing.

A. Minutes and membership list of the Research and Technology Advisory Committee on Fluid Mechanics. The reports generated document the Minutes of the Research and Technology Advisory Committee on Fluid Mechanics. This Committee discussed the technical implications of fluid mechanics.

Disposition: PERMANENT. Transfer to the National Archives in 2001.

Justification: Studying fluids in a gravity-free environment can help scientists understand the largest and smallest objects in the universe, from stars to raindrops to atomic nuclei. The dynamic behavior of raindrops has been studied to gain insight into the processes that govern the formation, growth, and fracturing of water droplets in clouds. The scientific community would benefit from the insights that can be extracted from these files in future scientific endeavors.

B. Travel vouchers.

Disposition: TEMPORARY. Destroy during archival processing (GRS 9 item 1a)

**Item 7. Invention and Contributions Board Files. 1976-1984. 3 c.f.**

These files consist of textual files of Inventions and Contributions Board Award Check receipts and for awards below or near \$1000.00, copies of Form letter 622 notifying employees of the awards, and Space Act Award procurement requests.

Disposition: TEMPORARY. Destroy in accordance with GRS 1, item 12A1.

WNRC Accession No. : 255-90-0646

**Item 8. Technical Engineering Docs, Maps, Photos. 1959, 1962-1975. 12 c.f.**

These files consist of reports and procedures for technical engineering. Examples are technical specifications for antennas placed and proposed sites for antennas, geological and geographical studies report, and a two volume directory of NASA observation station locations. There are photographs, slides and textual documents. There is a photo book dating from 1959 of mainland installations at the end of fiscal year for the Pacific Missile Range Naval Missile Center. Provides information such as photographs, slides and documents of the equipment such as antennas and buildings, and report histories on the Space Tracking and Data Acquisition Network (STADAN), Manned Space Flight Network (MSFN), and NASA Communication Network (NASCOM) and Summary reports for the 90-Day Design Review of the Jet Propulsion Laboratory (JPL).

Disposition: PERMANENT. Transfer to the National Archives in 2001.

Justification: These documents can be utilized by researchers for geological and geographic studies reports. The information in the records illustrates the steps taken to insure the structural integrity of the structures. Provides justification for approved sites and technical specifications. These records provide technical information regarding the erection procedures for antennas. There is technical information that would explain the methodology to the establishment of large ground antennas which are located all over the world. Since the usage of antenna can be limited or impaired by their location, it is vitally important to a space program to know the procedures for future use and for research analysis. The records provide information about the early years of the space program.

WNRC Accession No: 255-84-0649

**Item 9. Test and Inspection Report. 1977. 41 c.f.**

These files consist of documents for the Product Assurance Division. Included are NASA forms for inspection such as the Goddard Space Flight Center inspection forms (GSFC) form 4-21 and 4-28, work orders, and basic summary of inspection results. These are forms generated by a technician.

Disposition: TEMPORARY. Destroy in accordance with the instructions in NI-255-94-3, Schedule 8, item 17A2.

Justification: The description of this item in Job No. NI-255-94-3 states that it is for items that are for research, development and test of an item or within a field of specific inquiry. Although there are no engineering notes or lab notebooks contained in the files, the reviewer determined that this is the correct disposition.

**Item 10. Public Opinion Files. 1987. 4 c.f.**

These records consist of letters and postcards submitted by individuals, regarding the delay of the Mars Observer Mission, to the NASA Administrator.

Disposition: TEMPORARY. Destroy upon approval of this schedule.

Justification: These records serve an administrative function, resembling constituent mail that is generally received by Congressional liaison offices. There were no copies of responses in these files.

WNRC Accession: 255-88-0605

**Item 11. Financial Status of Program Reports, 1962-1964. 8 c.f.**

Formal summary and detailed reports on financial status of early NASA programs, including Administrative Operations, Research and Development, etc. The SF 135 notes that the records are permanent under Schedule 6, item 5. NASA retention schedule lists 6/5 as Traffic Management Feasibility Studies; therefore, this authority is not applicable to these records.

Disposition: PERMANENT. Transfer to the National Archives in 2001.

Justification: The records are comprehensive, showing budgetary priorities in the early development of the space program.

WNRC Accession No.: 255-65 A 0287

**Item 12. Special Exhibits, 1962-64. 10 c.f.**

Administrative and supporting records of NASA exhibits, including proposals and evaluations, work statements, management work contracts, personnel material, and press books, for exhibits at the 1962 Seattle World's Fair, New York World's Fair in 1964, the United Nations Conference on Peaceful Uses of Outer Space, and in Berlin.

Disposition: TEMPORARY. Destroy immediately upon approval of this schedule.

Justification: Files consist of background material, and administrative and personnel related material. Substantive files on special project/exhibits, unique programs, such as World Fairs, Air Shows, Exhibits for the Blind, etc. are scheduled under N1-255-94-1/65c.

WNRC Accession No.: 255-66 B 0379

**Item 13. Publications, 1962-64. 2 c.f.**

Currently titled "Non Record Publications" in the NARS-5 database, the boxes contain periodicals such as, "Astronautics", "R&D", "TEST", the Journal of Environmental Science, and NASA published reports such as, "Results of First Manned Orbital Flight," and Conference on Space Age Planning.

Disposition: PERMANENT. Transfer to the National Archives in 2001. Destroy nonfederal publications during archival processing in accordance with NASA/10/14.

Justification: This accession consists of a combination of nonrecord material, periodicals related to space science, NASA published reports, and NASA conference information; therefore, a single approved disposition authority does not seem to neatly apply and this item is included on this schedule to cover the historically valuable records.

WNRC Accession No.: 255-67 A 1247

**Item 14. R&D Program/Project Status Reports (PSR) Cost/Schedules. 1 c.f.**

Back-up support papers used in preparation of the 1963-65 Report to the President of the United States on cost reduction. Records consist of working papers, drafts and one copy of the report.

Disposition: PERMANENT. Transfer to the National Archives when 30 years old (N1-255-94-2/9/4b).

Justification: The records relate to program objectives in terms of projects, tasks, status, and time phasing for development, and funds required during the early years of the space program.

WNRC Accession No.: 255-70 A 3362

**Item 15. Records Created by Committees, Boards, Councils, Panels, and Conferences. Unpublished Reports, 1961-1974. 13 c.f.**

Lists of members of the Committee on Aircraft Operating Problems, including travel vouchers, budget, program plans, worksheets, drafts, and notes. Progress and preliminary reports and studies on Lightening, Hydroplaning, Helicopter Wake Hazards, Sonic Boom, Safety, Icing, Runway Roughness, etc.

Disposition: PERMANENT. Transfer to the National Archives 5 years after dissolution, or when 20 years old, whichever is sooner. (N1-255-94-1/1/14B1A).

Destroy records covered by the General Records Schedules during archival processing.

Justification: Records show very early direction/concerns of the space program.

WNRC Accession No.:

255-71 A 3279

255-73 A 0655

255-75 A 0142

255-75-0705

**Item 16. Communications Records, 1971-1980. 6 c.f.**

Minutes, correspondence regarding communications with missions, camera and video circuits used during missions, wideband communication status reports and data flow charts.

Disposition: PERMANENT. Transfer to the National Archives upon approval of this schedule.

Justification: Records of the Communication Division, in the Networks Directorate and the office of primary responsibility. Identified as permanent on the 135s.

WNRC Accession No.: 255-78-0352, 255-83-603.

**Item 17. Public Affairs, TV Coverage, 1969-76. 5 c.f.**

Public affairs files of the coverage of Apollo 11-17, Skylab, Apollo-Soyuz Test Project, and the Viking mission. Material includes the planning, monitoring, and evaluation of these projects.

Disposition: PERMANENT. Transfer to NARA upon approval of this schedule.

Justification: Records document the early efforts of NASA to market its programs.

WNRC Accession No.: 255-84-0605