

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

LEAVE BLANK	
JOB NO <b>NC 1 255 78 2</b>	
DATE RECEIVED <b>AUG 21 1978</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>WITHDRAWN</b>	
Date	Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**NASA**

2. MAJOR SUBDIVISION  
**ADMINISTRATIVE SERVICES**

3. MINOR SUBDIVISION  
**ADMINISTRATIVE STANDARDS**

4. NAME OF PERSON WITH WHOM TO CONFER  
**C. F. STEINMETZ**

5. TEL. EXT  
**755-2295**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of N/A page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>8/18/78</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carl F. Steinmetz</i>	E. TITLE <b>NASA RECORDS MANAGEMENT OFFICER</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Submitted herewith are the revised NASA Records Schedules 1-27 (which supersede those contained in NHB 1441.1A, Dec. 1970) for formal approval by NARS prior to publication and distribution.	<b>WITHDRAWN</b>	

*777 items*

## NASA RECORDS SCHEDULE 1: GENERAL AND ADMINISTRATIVE RECORDS

This NASA records schedule is one of a series of schedules approved by the Archivist of the United States and the Congressional Joint Committee on the Disposition of Executive Papers which furnish authoritative instructions for the retention, destruction, or retirement of categories of records held by NASA installations or offices. These schedules grant continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 1 are the general, management and administrative types of records essential to ordinary office operations except for records of Legislative and International Affairs, Labor Relations, Emergency Planning, Cost Reduction, and Historian's Offices, but distinct from the records of functional activities set forth in other NASA Records Schedules. Some of the records categorized and listed are found only in offices at the upper management levels; others are found at almost every organizational level. Offices with functional management responsibilities will usually need at least one other schedule, in addition to NRS Schedule 1, to control the disposition of their records.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Upper Level Management Files:</u>	
a.	Files of the Offices of Administrator, Associate Administrators, and Assistant Administrators, and Installation Directors and Assistant Directors (or equivalent management level) will be preserved in toto. These files will contain materials reflecting policy studies and analyses, and program development, including correspondence and informal notes between NASA officials; with private sources, foreign governments, and other U.S. Government agencies.	Transfer to FARC 1 year after close of file. PERMANENT. <del>Per RR Plan No. NN-473-14</del>
b.	Files of Division offices and lower, will normally contain correspondence of a routine nature (any	Destroy when 2 years old.

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<p>b. correspondence in these offices relating to policy, procedure, and program development is covered by Item 2 or 3 of this Schedule and historical items by Item 24). These files include correspondence with private sources within the U.S., other U.S. Government agencies, and other NASA offices, (see Items 8-13 of this Schedule for disposition of Congressional and International files). This correspondence generally consists of inquiries and replies that can be answered with available information.</p>	
2	<p><u>Management Directive Documents of Agency-Wide or Installation-Wide Significance or Applicability.</u>            Formal policy and procedural directives (current and obsolete) such as regulations, management instructions, policy directives, circulars, notices, manuals, and other types of directives, with related forms, recommendations, endorsements, clearances and comments; organizational charts and directories (current and obsolete).</p>	
	<p>a. Management Directives offices responsible for maintaining all records and background material pertaining to each published instruction, handbook, etc.</p>	<p>Transfer to FARC one year after becoming obsolete or superseded.            PERMANENT. <del>Per RR-</del>  <del>Plan No. NN-473-14</del></p>
	<p>b. Offices promulgating policies, procedures, instructions, etc., to be published should transfer all background and related material to Installation</p>	<p>Copies of record material will be destroyed when no longer needed.</p>

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	b. Directives Office (Item a. above). c. Other offices	Destroy when superseded, obsolete, or no longer needed.
3	<p><u>Management Appraisal Files.</u> Narrative and statistical reports on significant accomplishments, accounts of and rationale for reorganizations, establishment or disestablishment of field installations; special reports on key planning studies, with related papers showing inception, scope, procedure, results; and case files on approved plans, policies, mission, and programs.</p> a. Offices of primary responsibility, including the signatory and the office responsible for studying and developing the document.	Transfer to FARC 5 years after close of file. PERMANENT. <del>Per RR Plan No. NN-473-14</del>
	b. Other offices	Destroy when no longer needed, superseded, or obsolete.
4	<p><u>Agreements.</u> Case files on agreements between NASA and other Government agencies, mostly DOD. Includes correspondence and all documents concerning the agreement.</p> a. Office of Primary Responsibility	Transfer to FARC when file is closed. PERMANENT. <del>Per RR Plan</del>

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	b. Other offices	<del>No. NN-473-14</del> Destroy when obsolete or superseded.
5	<u>Inter-Agency and National Boards, Panels, and Committees Files.</u> Files, including minutes, agenda, and reports of interagency and national boards, panels, and committees, such as the NASA-DOD Aeronautics and Astronautics Coordinating Board and Panels, and NASA's Historical Advisory Committee. (Also see Items 6 and 35).	Transfer to FARC when 5 years old or upon dissolution of board, panel, or committee. PERMANENT. <del>Per RR Plan No. NN-473-14</del>
	a. Files maintained by NASA secretary to such board, panel, or committee.	
	b. Files maintained by individual members	Destroy when no longer needed.
6	<u>NASA Boards, Panels, and Committee Files.</u> Files including minutes, agenda, and reports of NASA boards, panels, committees, and subcommittees, such as NASA Space Science Steering Committee. (Also see Items 5 and 35).	Transfer to FARC when 5 years old or upon dissolution of the
	a. Files maintained by the Secretary to board, panel, committee, or subcommittee.	

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	b. Files maintained by individual member	board, panel, committee or subcommittee. PERMANENT. <del>Per RR</del> <del>Plan No. 473-14.</del>
7	<u>Internal Administrative Files.</u> Administrative operations files of organizational offices.	
	a. Correspondence concerning routine or temporary internal administrative matters.	Destroy when 2 years old.
	b. Office Personnel Files. (Employees and military detailees.) (Official file copies are maintained by Personnel Office.)	Destroy when pertinent employee transfers or is separated.
	c. Completed requisitions for service, supplies and equipment, and travel documents. (Official file copies maintained by office rendering services).	Destroy 1 year after action is completed.
	d. Records pertaining to charity drives, bond campaigns, blood donations, and other voluntary activities.	Destroy 2 years after break or upon completion of program, whichever is sooner.
	e. Hand receipt files on materials loaned or issued for use and is to be returned.	Destroy when property is accounted for.
	f. Chronological files. These are the extra copies	Transfer to Historian's

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
7	that are filed and maintained chronologically; sometimes called "Reading File." These are duplicates and are not the official record copies.	office when 1 year old. Destroy when no longer needed by Historian.
g.	Suspense files.	Destroy when purpose is served.
h.	Information copies of correspondence, reports, or other documents that are not made a part of an official subject or case file.	Destroy when 1 year old or when no longer needed, whichever is first.
i.	File of carbon copies of individual Time and Attendance Reports as maintained by the timekeepers.	Destroy when 1 year old or when no longer needed, whichever is first.
j.	Overtime Requests and Authorizations.	See NRS 4-2.
k.	Classified Matter Inventory Reporting Files. Documents used to report the results of physical inventories conducted under local requirements to assure proper accounting for all classified matter.	Destroy after next inventory or discontinuance of requirement.
l.	Beneficial suggestions and Incentive Award Files, reports thereon and related correspondence.	Destroy when 2 years old.
8	<u>International Activities Files:</u> Case files on NASA international activities; includes correspondence, reports, agreements, and all related papers.	Transfer to FARC when activity ceases. PERMANENT. <del>Per-RR</del>

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
8		<del>Plan No. NN 473-14</del>
9	<u>Information Requests File:</u> Requests for information or publications. (GRS 14-3).	Destroy 3 months after response to request.
10	<u>Reports to Congress:</u> Statutory and other reports concerning NASA activities.	
	a. Office submitting report.	Transfer to FARC when 5 years old. PERMANENT. Offer to NARS when 10 years old.
	b. Other offices.	Destroy when 5 years old.
11	<u>Congressional Committee Files:</u> Correspondence with members of Congress regarding information about NASA that is to be used for Congressional Committees, hearings, or briefings.	Transfer to FARC when 5 years old. PERMANENT. Offer to NARS when 10 years old.
12	<u>Proposed Legislation Files:</u> Documents accumulated in the preparation and processing of legislation proposed by or in the interest of NASA. Includes drafts of legislation, reports to committees on introduced legislation, and comments on legislative proposals.	Transfer to FARC 5 years after proposal is enacted into law or proposal is killed. Destroy when 10 years old.
13	<u>Congressional Correspondence Files:</u>	
	a. Correspondence with Members of Congress concerning	Transfer to FARC when

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
13	agency policy or the status of major programs or projects.	2 years old. Destroy when 5 years old.
	b. Correspondence with Congressmen regarding the States they represent and letters from their constituents requesting information about space or NASA activities.	Transfer to FARC when 2 years old. Destroy 3 years after transfer.
	c. Other offices.	Destroy when 2 years old or when no longer needed.
14	<u>Labor Relations Files</u> : Documents relating to work stoppages, strikes, and disputes affecting NASA contracts; includes strike reports, reports of work stoppages, correspondence, plans to settle disputes and all related documents. (GRS 1-29)	
	a. Headquarters	Transfer to FARC when inactive. PERMANENT.
	b. Field Installations	Destroy after 10 years.
15	<u>Cost Reduction Reports Files</u> : Reports, correspondence, work papers, and other supporting documentation required to be on file. (GRS 8-7, 8)	
	a. Headquarters	Destroy when 3 years old.
	b. Field Installations	Transfer to FARC 3 years after close

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
15	b.	of fiscal year in which records were created. Destroy 2 years after transfer.
16	<u>Cost Reduction Reports to the President:</u> Including drafts, staffing papers, relevant minutes of review board actions, and other related file material.	
	a. Headquarters	Transfer to FARC 6 years after to which report pertains. PERMANENT. <del>Per RR Plan No. NN 473-14,</del>
	b. Field Installations	Destroy after publication's reference value ceases.
17	<u>Emergency Preparedness Policy Files.</u> A record copy of each agency-wide or installation emergency directive, plan, and procedure issued by responsible office, and including related background papers and program development reports. (GRS 18-27/31)	
	a. Office of primary responsibility	Transfer to FARC when obsolete. PERMANENT. Offer to NARS when 10 years old.

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
17	b. Other offices	Destroy when obsolete or superseded.
18	<u>Emergency Operating Directives.</u> Copies of emergency operating directives, plans, and procedures, including delegations of authority, emergency assignments, functions, and instructions. (GRS 18-29)	Destroy when obsolete or superseded.
19	<u>Readiness Plans and Reports.</u> Plans and reports of readiness exercises and operations reflecting tests or operations conducted under agency-wide emergency plans. (GRS 18-30, 31)	Transfer to FARC when 2 years old. PERMANENT. <del>Per RR Plan NO. NN-473-14.</del>
20	<u>Operations Test Files.</u> Installation and program emergency readiness exercises and operations test files consisting of papers accumulated from exercises and tests of emergency instructions, assignments, communications, and facilities. (GRS 18-31)	Destroy when 3 years old.
21	<u>Project Control Files.</u> Control files, such as summary cards showing assignments, progress, and completion of projects.	Destroy 1 year after fiscal year in which project is closed.
22	<u>Records Management Files.</u>	
	a. Surveys, descriptive inventories, and development of NASA Records Control Schedules, including coordination papers; Archives, Congressional, and GAO approvals and comments; correspondence relating to revisions and schedule changes (Headquarters only) (GRS 16-11)	Destroy when 6 years old.

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
22	b. Surveys, inventories, studies; feeder reports of records holdings and cleanup campaigns; local instructions on records management correspondence.	Destroy when 6 years old.
	c. Formal reports of Records Holdings (Standard Form 136 and NASA Form 1349).	Transfer to FARC when administrative need ceases. Destroy 20 years after transfer.
	d. File of Vital Records Protection Status Reports, GSA Forms 2034 and 2035.	Transfer to FARC when 5 years old. Destroy 5 years after transfer.
	e. Continuing file of itemized records transfers (Standard Form 135) to Federal Records Centers or other installations or agencies.	Destroy when superseded or obsolete.
	f. <u>Office Record Locator Files</u> . Documents used to locate files in current files areas, or files that have been transferred to staging area or retired to FRC; including files plans, lists of selected file numbers, and offices' copies of records shipment lists.	Destroy files plans and list of selected file numbers when superseded. Destroy shipping lists when records reflected thereon have been destroyed; or destroy on discontinuance of organizational activity.

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
22	g. <u>Records Disposition Standard Files.</u> NASA Form 1418 (Proposed Change to NASA Records Control Schedules) maintained by Records Management Officers. (GRS 16-3)	Destroy 1 year after publication of disposition standard or 1 year after disapproval, whichever is first.
23	<u>Forms Management Files.</u> The Master file of each form designed within at each installation, including the NASA series of forms at Headquarters, showing the inception and scope of the form, the program or administrative purposes served by the form, including facsimile copies of each form and revisions thereof, and the references to related procedures instituted, revised, superseded, or cancelled. (GRS 16-4)	Transfer to FARC whenever no longer needed for administrative purposes. <del>Per RR Plan No. NN 473-14.</del> PERMANENT.
	a. <u>Forms Number Register Files.</u> Documents used to record and control the assignment of forms numbers, consisting of the sequential entry in the register of the name of each form for every assigned number; including a copy of each published listing or index of forms.	Retain. May be retired to FARC when no longer needed. <del>Per RR Plan No. NN 473-14.</del> PERMANENT.
	b. <u>Forms Functional Files.</u> A collection of copies of installation and/or NASA and/or other forms used locally.	Destroy individual forms whenever superseded or obsolete.
24	<u>Publication Files.</u> Published and processed documents prepared by NASA, such as technical reports, historical volumes, informational materials and installation organs.	

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
24	<p>a. The offices of primary responsibility will maintain one record copy of each published document together with related background papers reflecting a basis for the document or that contribute to the content of the publication, including coordination papers and comments. Also included are historians footnote documentation and pertinent supporting materials that relate to published historical volumes.</p> <p>1. Microfiche</p> <p>2. Paper</p> <p>b. Working papers such as notes, rough drafts, background reports, and other such papers (exclusive of those described under Item a.).</p> <p>c. Other offices' printed copies</p>	<p>Transfer to FARC at end of fiscal year in which document is published. PERMANENT. <del>Per RR Plan No. NN 473-14.</del></p> <p>Destroy 1 year after document is published.</p> <p>Destroy when reference value ceases.</p>
25	<p><u>Historian's Source Files.</u> Copies of documents collected and used as source data in preparation of historical volumes. Included are duplicates or copies of correspondence, reports, directives, pamphlets, publications or other official records; preliminary or partial drafts; authors' outline; authors' original notes; and comparable documents and comparable documents excluding footnote documentation and other pertinent supporting materials identified in Item 24a.</p>	

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
25	a. Materials relating to completed volumes	(1) Transfer materials applicable to future volumes to pertinent project files.  (2) Destroy all other materials when related volume is published.
	b. Materials accumulated for future volumes	Arrange according to projected historical publication and transfer annually to FARC for storage until needed for related project. Destroy upon completion of volume.
26	<u>Reports Control and Output Register Files.</u> Documents used to control assignment of reports control symbols and ADP outputs; administrative controls on reports, including studies, decisions, registers, ledgers, correspondence, etc.	Destroy when no longer needed for control purposes.
27	<u>Management Project Files.</u> Surveys, analytical studies, background papers, notes, data, interim reports, final reports, and related papers pertaining to administrative functions; e.g., appraisal of microfilming proposals,	Transfer to FARC 3 years after completion or termination of project. Destroy

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
27	evaluating need of additional filing equipment, reviewing utilization of office machinery, etc.	3 years after transfer.
28	<u>Directory Service Listings</u> . Correspondence, forms, and other records relating to the compilation of building and telephone directory service listings. (The printed directory is retained per Item 24). (GRS 11-3)	Destroy 2 months after next issuance of listing.
29	<u>Military Reports</u> . Reports and copies of documents from the Departments of the Army, Navy, Air Force, and DOD.	Destroy when no longer needed.
30	<u>Manpower Statistical Data Files</u> . Reports compilation or other documents created to provide a source of statistical data for use in manpower control activities. (GRS 1-16)	Destroy when 2 years old.
31	<u>Manpower Survey Files</u> . Documents relating to appraisals, either onsite or by other review procedures, such as Manpower Audit Director's Review of Laboratories and Staff Offices. (GRS 1-3b)	Destroy when 5 years old.
32	<u>Manpower Authorization Files</u> . Documents and supporting papers relating to the allocation of manpower spaces to successive echelons.	
	a. Office of primary responsibility	Transfer to FARC when no longer needed for administrative use.
	b. Other offices	Destroy when obsolete or superseded.

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
33	<u>Manpower Reports Files.</u> Reports from field installations to NASA Headquarters concerning manpower, and all related papers.	
	a. Field Installations	Transfer to FARC when 3 years old. Destroy 7 years after transfer.
	b. Headquarters	Destroy when 2 years old.
34	<u>Headquarters Manpower Reports Files.</u> Reports compiled from information received from installations (Item 33).	
	a. Headquarters copy	Transfer to FARC when 5 years old.
	b. Other copies	Destroy when no longer needed for reference.
35	<u>Symposia and Conference Files.</u> Files (including invitations, attendance records, agenda, minutes, reports, etc.) of routine and ad hoc conferences and meetings, such as meetings of non-project working groups, task groups, and staff meetings relating largely to administrative matters. (Also see Items 5 and 6) Reword GRS 16-12	Destroy 2 years after termination of committee.
36	<u>Project Name Files.</u> Documents relating to the assignment of popular names to projects and major items of equipment. Included are correspondence concerning proposed names, minutes of meetings of Project Designation Committee,	

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
36	coordinating actions on the proposed names, approvals, and related papers.	Transfer inactive case files to FARC in groups when no longer needed for ready reference. PERMANENT. <del>Per RR Plan No. NN 473-14.</del>
	a. Complete case files of Assistant Administrator for Public Affairs.	
	b. Headquarters offices responsible for proposing projects to be named and offices and installations recommending names.	Transfer to FARC one year after assignment of name. PERMANENT. <del>Per RR Plan No. NN 473-14</del>
37	<u>Special Funds File</u> : Records relating to monies obtained to pay for expenses incurred in conjunction with special guest, or monies from sponsors of programs that could not be returned. Includes "Administrator's Fund", "Activity Fund", "Special Fund", and all other non-appropriated fund activities.	Transfer to FARC 1 year after the close of the fiscal year to which the records pertain. Destroy 5 years after transfer.
38	<u>Security Storage Equipment Files</u> : Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	See NRS 12-6
39	<u>ADP Annual Plans Files</u> . Developed by the installations, these plans are submitted thru the responsible Program	

NASA Records Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
39	Offices at Headquarters for review, to the functional office, Office of Management Systems. The plan data is consolidated in a summary report and used for active reference.	
	a. Office of functional responsibility.	Transfer to FARC 5 years (or sooner) after the year to which the plans pertain. Destroy 5 years after transfer.
	b. Other offices.	Destroy when active reference value ceases.

**ROUTING SLIP**

MAIL CODE		NAME	Action 'XXXXX'	XXX
NARS/NCD		Thomas Wadlow	Approval	
			Call Me	
			Concurrence	
			File	
			Information	
			Investigate and Advise	
			Note and Forward	
			Note and Return	
			Per Request	
			Per Telephone Conversation	
			Recommendation	
			See Me	
			Signature	
			Circulate and Destroy	

*(This area is intentionally left blank for routing instructions.)*

NAME Carl. F. Steinmetz/NHS-20	TEL. NO. (or code) & EXT. 755-2295
CODE (or other designation)	DATE 18 August 78

Rec'd NCI 21 Aug 78

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

LEAVE BLANK	
JOB NO	
NC 1 255 78 2	
DATE RECEIVED	
AUG 21 1978	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT) NASA	
2. MAJOR SUBDIVISION ADMINISTRATIVE SERVICES	
3. MINOR SUBDIVISION ADMINISTRATIVE STANDARDS	
4. NAME OF PERSON WITH WHOM TO CONFER C. F. STEINMETZ	5. TEL EXT 755-2295

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of N/A page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

6. DATE 8/18/78	7. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carl F. Steinmetz</i>	8. TITLE NASA RECORDS MANAGEMENT OFFICER
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9. ITEM NO.	10. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	11. SAMPLE OR JOB NO	12. ACTION TAKEN
	Submitted herewith are the revised NASA Records Schedules 1-27 (which supersede those contained in NHB 1441.1A, Dec. 1970) for formal approval by NARS prior to publication and distribution.		

## NASA RECORDS SCHEDULE 2: ACCOUNTING--ACCOUNTABLE OFFICERS' RECORDS

Accountable officers' accounts include record copies of all papers concerned with the accounting for and availability and status of public funds. There are several types of "accountable officers," such as: (a) the collecting officer who receives monies owed to the Federal Government and ensures that it is credited to the proper account; (b) the disbursing officer who accomplishes the actual payment of public monies to proper Federal creditors; and (c) the certifying officer whose signature on a summary schedule attests to the authenticity of vouchers listed on the schedule. The latter official takes the responsibility of approving for payment by the disbursing officer, the sums due other agencies, contractors, employees, and others who have provided goods and services to the Government.

This schedule covers memorandum copies of returns relating to the availability, collection, and custody of funds which include (1) the appropriate warrants; (2) other documents which deposit funds into the Treasury; and (3) documents which provide accountable officers with status reports on funds in their custody, such as the proofs of depository account and statements of funds to their credit. Agency copies of these deposit and status documents are so intimately related to the accounts of these officers that they are included in this schedule.

GAO has an interest in the legal, fiscal, administrative and research value of records which are necessary in conducting its basic functions--auditing the financial transactions of the Government, examination and settling claims, rendering legal decisions, making investigations, making special and regular reports to Congress and to the committees of the Congress, and furnishing fiscal information to the several branches of the Government and to private individuals in interest. Records of interest to GAO may be defined as books, documents, papers, and records of an agency which relate to its powers, duties, activities, organization, financial transactions, and methods of business.

Records of financial transactions will be retained onsite at NASA installations for audit by GAO. Such records will be kept for one year after the close of the fiscal year to which they pertain. After the one year period, even though the records have not been audited, installations will transfer the records to the Federal Archives and Records Center in their region. Whenever the storage of these records onsite becomes a hardship or a substantial

## NASA Records Schedule 2--Continued

nuisance, the installation may submit a request to the NASA Records Management Officer describing the circumstances and requesting permission to retire the records to the Federal Archives and Records Center before the expiration of the 3-year holding period. The request will be transmitted to GAO. Advice of GAO's approval or disapproval action (depending on its schedule for conducting an onsite audit) will be forwarded to the installation by the NASA Records Management Officer.

### Defining the Financial Records that are Transferred Under Records Group 217:

Many NASA Records are retained onsite by the Financial Management Organization for audit by GAO. However, some of these records are required by law to be transferred to a Federal Archives and Records Center for GAO custody as Group No. 217 under the following conditions: (1) after GAO audit, or (2) if unaudited, are retained for 3 years after the fiscal year to which they pertain, and then transferred.

The records transferred to GAO custody consist of:

The obligating and payment and collection documents include Statements of Transactions (SF 224 or equivalent); Certificates of Deposit (SF 215/SF 219); Voucher and Schedule of Payments (SF 1166); original basic vouchers, such as a Travel Voucher (SF 1012); Public Voucher for Purchases and Services other than Personal (SF 1034); Voucher for Transfers between Appropriations and/or Funds (SF 1080); Voucher and Schedule of Withdrawals and Credits (SF 1081); Voucher and Schedule to Effect Correction of Errors (SF 1097); and other original vouchers, schedules, and their supporting documentation.

Only the records described above will be transferred under Records Group 255-217. The retention period should be as follows: records created prior to July 2, 1975, should be kept 10 years, 3 months after the period of the account; records created on or after July 2, 1975, should be kept 6 years, 3 months after the period of the account.

Since the original copies of vouchers, schedules, and supporting documents and contracts covering payments to carriers for freight and passenger transportation services are regularly forwarded directly to GAO and disposed of under GAO schedules, carbon copies of

### NASA Records Schedule 2--Continued

these documents in NASA's possession will remain NASA property and will be transferred under Records Group 255. General ledgers, allotment files, analysis documents, work papers, and all other records that are described in items of the NASA Records Disposition Handbook, NHB 1441.1A, and changes, are also in Records Group 255.

Accounting records, regardless of the form in which they are maintained (e.g., paper, magnetic tape, EAM cards, microfilm, printouts, etc.) will be disposed of in accordance with this schedule. Records stored in one form (e.g., magnetic tape) which duplicate the same information stored in another form (e.g., paper) already being retained for required retention periods, should be disposed of as soon as it can be determined that needs for such duplicate records have been met and they will not likely be required for further use.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Accountable Officers' Returns Files.</u> Memorandum copies of statement of transactions, all supporting voucher schedules, documents, and related papers not otherwise provided for in this schedule (exclusive of freight records covered by Schedule 22 and payroll records covered by Schedule 4). (GRS 6-1)	Destroy 6 years and 3 months after period covered by the account.
2	<u>Notices of Exception Files.</u> General Accounting Office notices of exception (formal or informal) and related correspondence. (GRS 6-2)	Destroy one year after exception is reported as cleared by the General Accounting Office.
3	<u>Certificates Settlement Files.</u> Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related papers. (GRS 6-3)	

NASA Records Schedule 2--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	Destroy 2 years after date of settlement, providing certificate is cleared.
	b. Certificates covering periodic settlements.	Destroy when subsequent certificate of settlement is received.
4	<u>Funds Files</u> . Records relating to the availability, collection, custody, and deposit of funds, including appropriation warrants (other than records covered by Item 1). (GRS 6-4)	Destroy when 3 years old.
5	<u>Administrative Files</u> . Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations. (GRS 6-5)	
	a. Files used for workload and personnel management purposes.	Destroy when 2 years old.
	b. All other files.	Destroy when 3 years old.
6	<u>Federal Surety Bond Files</u> :	
	a. Official copies of the bond and attached powers of attorney (GRS 6-6):	

NASA Records Schedule 2--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	(1) Bonds purchased prior to January 1, 1956.	Destroy 15 years after bond becomes inactive.
	(2) Bonds purchased after December 31, 1955.	Destroy 15 years after end of bond premium period.
	b. Other bond files, including other copies of bonds and related papers.	Destroy when bond becomes inactive or at end of bond premium period.
7	<u>Gasoline Sales Tickets.</u>	
	Hard copies of sales tickets filed in support of paid invoices for credit card purchases of gasoline. (GRS 6-7)	Destroy after GAO audit or when 3 years old, whichever is sooner.
8	<u>Telephone Toll Tickets.</u>	
	Originals and copies of toll tickets filed in support of telephone toll call payments. (GRS 6-8)	Destroy after GAO audit or when 3 years old, whichever is sooner.
9	<u>Telegrams.</u>	
	Originals and copies of telegrams filed in support of telegraph bills. (GRS 6-9)	Destroy after GAO audit or when 3 years old, whichever is sooner.

### NASA RECORDS SCHEDULE 3: ACCOUNTING--EXPENDITURE RECORDS

The records described in this schedule pertain to the management and operation of a portion of NASA Financial Management functions. They are created and accumulated by organizations that have management control or formulate and prescribe expenditure accounting policies and procedures and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

Expenditure accounting records are the ledgers and related documents maintained by NASA to show in summary fashion how its funds, appropriated and nonappropriated, are spent after allotment by the Bureau of the Budget, and the sources and nature of any receipts. The key records are the general ledger accounts, which constitute, as a unit, the heart of the agency, showing the current status of funds available for expenditure, the amounts due and collected for the account of the Government, accumulated expenditures and liabilities, and the values of stores, equipment, and other property in agency custody. They are controls that serve not only as central fiscal records, but also as a primary source of data for top management concerned with agency solvency, with expenditures and with program costs.

The general ledgers are subdivided into arbitrarily created account titles, which are based on programs, projects, costs, and funds. Supporting them are a group of subsidiary ledgers and papers further detailing the information in the general ledgers or serving as posting media to the ledgers themselves. To the extent that they reflect appropriation expenditures, the general ledgers are supported by allotment ledgers, which at all times show the current unobligated balance of funds allotted for specific agency purposes and thereby provide a safeguard against over expenditure by operating officials. The allotment ledgers are general controls over expenditures, and they in turn summarize and are supported by more detailed controls that normally take the form of project or job orders which authorize exact and specific expenditure.

The sources of data that are posted to the ledger files are somewhat diverse, but they fall into two general groups:

- a. Copies of various obligation or expenditure documents, such as vouchers and sche-

NASA Records Schedule 3--Continued

dules, which flow through the ledger unit for posting.

- b. Journal vouchers and similar internal control documents created to authorize and convey entries to the general ledger.

As the centralized fiscal record, the general ledgers ultimately summarize stores, plant and cost accounting data, which are treated in a separate schedule, but these are only several aspects of the total ledger accounts. Consequently, the ledgers are the source for the data included in the basic apportionment reports to the Budget Bureau, and the Treasury Department and over-all reports of agency fiscal condition which may be required by the General Accounting Office (Schedules 2 and 5).

In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of July 7, 1943, as amended (44 U.S.C. 3309).

Accounting records, regardless of the form in which they are maintained (e.g., paper, magnetic tape, EAM cards, microfilm, printouts, etc.) will be disposed of in accordance with this schedule. Records stored in one form (e.g., magnetic tape) which duplicate the same information stored in another form (e.g., paper) already being retained for required retention periods, should be disposed of as soon as it can be determined that needs for such duplicate records have been met and that they will not likely be required for further use.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>General Accounts File.</u> Ledgers showing debit and credit entries, and reflecting expenditures in summary. (GRS 7-2)	Transfer to FARC 3 years after fiscal year involved. Destroy 10 years after close of fiscal year

NASA Records Schedule 3--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1		involved.
2	<u>Allotment Files.</u> Allotment records, showing status of obligations and allotments under each authorized appropriation. (GRS 7-3)	Transfer to FARC 3 years after fiscal year involved. Destroy 10 years after close of fiscal year involved.
3	<u>Subsidiary Posting and Control Media Files.</u> Records used as posting and control media, subsidiary to the general and allotment ledgers, and not otherwise provided for in this schedule. (GRS 7-4)	
	a. Original records	Destroy when 3 years old.
	b. Copies	Destroy when 2 years old.
4	<u>Financial Status of Programs Report:</u>  This is a monthly consolidated agency-wide financial report of commitments, obligations, costs, disbursements, and resource authorizations, consisting of 11 volumes, organized generally by program activities. (GRS 7-1)	
	a. Headquarters Official Record Copy:	

NASA Records Schedule 3--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	<p>a. (1) Monthly issues of Volume 1, Summary Data for Administrative Operations, Research and Development, and Construction of Facilities Funding; and Volume 6, Project and Program Year Summary by Program Office and by installation.</p> <p>(2) Monthly issues of all other volumes of the report printed.</p>	<p>Transfer to FARC after the close of the fiscal year to which the records pertain. Destroy 5 years after transfer.</p> <p>Transfer to FARC after the close of the fiscal year to which the records pertain. Destroy 5 years after transfer.</p>
	<p>b. All other copies of the reports in Program Offices and other offices.</p>	<p>Destroy as soon as active reference value ceases.</p>
5	<p><u>Status of Contracts and Grants Report:</u> This is a consolidated agency-wide report of financial and statistical data covering NASA contracts, grants, and intra-Governmental purchase requests. (GRS 3-17a)</p>	
	<p>a. Headquarters Official Record Copy:</p>	
	<p>(1) The end of fiscal year issues of Formats E-3, E-5a, E-7, E-8, E-9, E-10, E-11, E-12, E-13, E-14, E-16, E-17, E-26, E-27, E-28, E-29, E-31, E-34 E-34A, E-35, E-36-1, E-36-3, E-36-4, and E-38.</p>	<p>Transfer to FARC 1 year after the close of the fiscal year to which the records pertain. Destroy when 5 years old.</p>

NASA Records Schedule 3--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
5	a. (2) Issues of Formats listed in (1) above, other than the end of fiscal year issues.	Destroy monthly issues after 90 days and other issues after the current report is produced.
	b. All other copies of the reports in Program Offices and other offices.	Destroy as soon as active reference value ceases.
6	<u>Trial Balance of General Ledger Accounts.</u> This monthly consolidated agency-wide financial report, supported by analyses reports at appropriation, fund, or other level, covers all NASA assets, liabilities, funds, equity, revenues, and costs. The consolidated agency-wide report is based on and includes the trial balance and related analyses reports submitted by each NASA installation.	
	a. Original records	
	(1) End of fiscal year report	Destroy when 15 years old.
	(2) Monthly report other than June and September	Destroy when 2 years old.
	b. All other copies of the report	Destroy as soon as active reference value ceases.

NASA Records Schedule 3--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
7	<p><u>Financial and Contractual Status Reports.</u> This is a consolidated agency-wide report of financial and statistical data covering NASA contracts, grants, and intra-Governmental purchase requests.</p> <p>a. Headquarters Official Record Copy:</p> <p>(1) The annual end of fiscal year issues of Formats E-3, E-4, E-5, E-6, E-6A, E-6B, E-7, E-9, E-11, E-12, E-13, E-17, E-28, E-34A, E-36, E-38A, and Federal Outlays.</p> <p>(2) Issues of Formats listed in (1) above, other than the end of fiscal year issues.</p> <p>b. All other copies of the reports in Program Offices and other offices.</p>	<p>Transfer to FARC 1 year after the close of the fiscal year to which the records pertain. Destroy when 5 years old.</p> <p>Destroy monthly issues as soon as active reference value ceases.</p> <p>Destroy as soon as active reference value ceases.</p>

**NASA RECORDS SCHEDULE 4: ACCOUNTING--PAYROLLING AND PAY  
ADMINISTRATION RECORDS**

Payrolling and pay administration records pertain to disbursements to civil employees of the Government for personal services. This schedule applies to all pay records exclusive of: (a) retirement record cards (SF 2806 or equivalent) that are maintained during employee duty, and then are transferred to the Retirement Division of the Civil Service Commission; (b) files physically transmitted to the General Accounting Office (GAO) or maintained in agency space for audit under Section 117(b) of the Budget and Accounting Procedures Act of 1950.

The GAO has an interest in the legal, fiscal, administrative, and research value of records which are necessary in conducting its basic functions--auditing the financial transactions of the Government, examining and settling claims, rendering legal decisions, making investigations, making special and regular reports to Congress and to the committees of the Congress, and furnishing fiscal information to the several Branches of the Government and to private individuals in interest. Records of interest to GAO may be defined as books, documents, papers, and records of an agency which relate to its powers, duties, activities, organization, financial transactions, and methods of business.

Financial records which all Federal agencies are required to retire to Federal Archives and Records Centers under Group No. 217, are identified in the remarks portion of NRS 2. Other records in the possession of the NASA Financial Management organization responsible for payrolling and pay administration which must be transferred to the National Personnel Records Center under Records Group No. 255, include individual earning records, such as SF 1127 (or their EDP equivalents, such as NASA Form 1502) and final leave records cards maintained independently of pay and earning records as itemized in this schedule.

Accounting records, regardless of the form in which they are maintained (e.g., paper, magnetic tape, EAM cards, microfilm, printouts, etc.) will be disposed of in accordance with this schedule. Records stored in one form (e.g., magnetic tape) which duplicate the same information stored in another form (e.g., paper) already being retained for required retention periods, should be disposed of as soon as it can be determined that needs for such duplicate records have been met and that they will not likely be required for further use.

NASA Records Schedule 4--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Earning or Pay Cards Files.</u> Individual earning or pay cards, such as SF 1127, Individual Pay Card, or its equivalent. Includes payrolls when individual earning or pay cards are not prepared. (See Item 8). (GRS 2-1)	Transfer to the National Personnel Records Center, CPC, 111 Winnebago St., St. Louis, Missouri, 63118, one year after audit or 3 years after close of year in which generated, whichever is sooner. Destroy 56 years after the date of the last entry on the card.
2	<u>T&amp;A Reports Files and Leave Records.</u> Time and attendance reports and applications for leave and supporting papers used in payroll preparation and processing. (Where SF 1130 Time & Attendance Report or its equivalent is used for both time, attendance, and leave posting purposes, the disposition for Item 3 applies). Includes Overtime Requests and Authorization, NASA Forms 171 and 1110 or equivalent; also designations and revocations to maintain T&A reports and those to certify reports used as final leave records. (GRS 2-9)	Destroy after audit by GAO or when 10 years old, whichever is sooner.
3	<u>Personnel Notifications Files.</u> Notifications of personnel action, exclusive of those in Official Personnel Folders, or copies used for payroll purposes. (GRS 2-11)	Destroy after audit by GAO or when 5 years old, whichever is sooner.

NASA Records Schedule 4--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	<u>Payroll Certification Files.</u> Payrolls, check lists, and related certification sheets, such as SF 1166, Voucher and Schedule of Payments, or its equivalent. (GRS 2-13)	Transfer to the National Personnel Records Center, CPC, 111 Winnebago St., St. Louis, Missouri, 63118, one year after audit or 3 years after close of year in which generated, whichever is sooner. Destroy 56 years after the date of the last entry on the card.
5	<u>Payroll Control Registers Files.</u> Registers, such as SF 1125, Payroll Control Register, or its equivalent. (GRS 2-14)	Destroy after audit by GAO or when 3 years old, whichever is sooner.
6	<u>Payroll Change Slips Files.</u> Payroll change slips exclusive of those in Official Personnel Folders, such as SF 1126, Payroll Change Slip, or its equivalent. (GRS 2-15)	Destroy after audit by GAO or when 5 years old, whichever is sooner.
7	<u>Pay Administration Files.</u> Administrative reports and data relating to payroll operations and pay administration. (GRS 2-17)	Destroy when 2 years old.
8	<u>Savings Bonds or Notes Authorization Files.</u> Individual U.S. Savings Bonds or Notes authorization cards for payroll allotments. (GRS 2-4b)	Transfer to FARC 1 year after audit by GAO or 3 years after

NASA Records Schedule 4--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
8		close of year in which generated, whichever is sooner. Destroy when 10 years old.
9	<u>Bond Deposits and Purchases Files.</u> Reports of deposits and purchases of bonds and related papers. (GRS 2-7)	Destroy when 5 years old.
10	<u>Tax Exemption Files.</u> Withholding tax exemption certificates, such as U.S. Treasury Department Internal Revenue Service Form W-4, Employee's Withholding Exemption Certificate. (GRS 2-18a)	Destroy 4 years after record is superseded or obsolete.
11	<u>Tax Returns Files.</u> Returns on income taxes withheld, such as U.S. Treasury Department Revenue Service Form W-2, Wage and Tax Statement. (GRS 2-18b)	Destroy when 4 years old.
12	<u>Tax Reports Files.</u> Reports of withheld Federal taxes and related papers (including records relating to income and social security taxes). (GRS 2-18c)	Destroy when 4 years old.
13	<u>Retirement Reports and Registers Files.</u> (GRS 2-21)	Destroy when 4 years old.
14	<u>Insurance Reports Files.</u> Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment. (GRS 2-22)	Destroy when 3 years old.
15	<u>Levy and Garnishment Files.</u> Official notice of levy or garnishment, change slips, workpapers and correspondence relating to charge against retirement funds	Destroy when 3 years old.

NASA Records Schedule 4--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
15	or attachment of salary for payment of back income tax or for other debts of Federal employees. (GRS 2-23)	
16	<u>Unemployment Compensation Data Request Files.</u> Requests for wage and separation data to be used in connection with unemployment compensation claims, and related papers; including requests for information, notices of refusal of work offer and related papers.	Destroy when 2 years old.
17	<u>Pay Table Files.</u> Consisting of record sets of pay tables. (GRS 2-24)	Destroy 10 years after effective date of change.
18	<u>Deposition of Tapes Used in the Preparation of Pay Data.</u> These records consist of several magnetic tapes used in the preparation of pay data from which certain hard copy retainable records are produced.	Destroy 2 years after the end of the leave year.
19	<u>Budget Authorization Reference Files.</u> Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions. (GRS 2-12)	Destroy when superseded.
	a. Disbursing officer copy used in preparing checks.	Destroy after preparation of check.
	b. All other copies.	Destroy 1 month after the end of the pay period.
20	<u>Fiscal Schedules Files.</u> Memorandum copies of fiscal schedules used in the payroll process.	

NASA Records Schedule 4--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
20	a. Copy used in GAO audit.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	b. All other copies.	Destroy 1 month after the end of the pay period.

## NASA RECORDS SCHEDULE 5: ACCOUNTING--STORES, PLANT AND COST RECORDS

The records described in this schedule pertain to the operations of a portion of NASA Financial Management functions. They are created and accumulated by organizations that have management control or formulate and prescribe stores, plant, and cost accounting policies and procedures and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

Stores, plant, and cost accounting records, are integral parts of the fiscal and supply controls of the agency. These records, which essentially reflect the net monetary worth of NASA and its assets, are periodically reconciled with the supply data reflected in stock inventory records, but they are not procurement papers.

- a. Stores Accounting. These records are maintained to provide personal accountability for the receipt and custody of materials and to provide information as to the monetary worth of such materials. These records do not include papers reflecting the physical movements of material to and from storage points, although they may be involved in posting. Summary agency stores information is reflected in the pertinent general ledger accounts.
- b. Plant Accounting. These records consist primarily of cards recording the principal characteristics of each item of physical plant and equipment, including real property. They constitute primarily a type of inventory control, but in addition are a principle source of data on the capital investment in physical plant (as distinguished from maintenance or operating costs) and other items not normally represented in a stores or stock inventory system. Summary data on plant value is also available in pertinent general ledger accounts.
- c. Cost Accounting. These records are designed to accumulate and show data on the costs of agency operation, the direct and indirect costs of production, administration, and the performance of program functions of the agency. The data, which are normally accumulated by means of cost reports and statistics accumulated by operating personnel, are ultimately posted to the accounts in the agency general ledgers concerned with operating and program costs. Cost data are utilized in evaluating economy of

NASA Records Schedule 5--Continued

agency operation and in preparing budget estimates.

Accounting records, regardless of the form in which they are maintained (e.g., paper, magnetic tapes, EAM cards, microfilm, printouts, etc.) will be disposed of in accordance with this schedule. Records stored in one form (e.g., magnetic tape) which duplicate the same information stored in another form (e.g., paper) already being retained for required retention periods, should be disposed of as soon as it can be determined that needs for such duplicate records have been met and that they will not likely be required for further use.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Plant Account Cards and Ledgers Files:</u>	
	a. Those pertaining to structures. (GRS 8-1)	Transfer to FARC when no longer needed. PERMANENT. <del>Per RR</del> <del>Plan No. NN 473-14</del>
	b. All others	Destroy 3 years after item is withdrawn from plant account.
2	<u>Stores Accounting Invoices Files.</u> Invoices or equivalent papers used for stores accounting purposes. (GRS 8-3)	Destroy when 3 years old.
3	<u>Stores Accounting Returns Files.</u> Stores accounting returns and reports. (GRS 8-4)	Destory when 3 years old.
4	<u>Stores Accounting Work Papers Files.</u> Work papers used in accumulating stores accounting data. (GRS 8-5)	Destroy when 2 years old.

NASA Records Schedule 5--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
5	<u>Cost Accounting Reports Files:</u>	
	a. Copies held in units which receive reports. (GRS 8-7)	Destroy when 3 years old.
	b. Copies in units preparing reports, and related work papers.	Destroy when 3 years old.
6	<u>Cost Reports Data Files.</u> Ledgers, forms, and machine records used to accumulate data for use in cost reports (GRS 8-8):	
	a. Ledgers and forms.	Destroy when 3 years old.
	b. Machine records:	
	(1) Detail cards or tapes	Destroy when 6 months old.
	(2) Summary cards or tapes	Destroy when 6 months old.
	(3) Tabulations	Destroy when 1 year old.
7	<u>Plant, Cost and Stores General Correspondence Files.</u> Correspondence files of units responsible for plant, cost and stores accounting operations (GRS 8-2)	Destroy when 3 years old.
8	<u>Plant Accounting Files.</u> Plant account cards and ledgers,	Destroy 3 years after

NASA Records Schedule 5--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
8	other than those described in Item 1. (GRS 8-6)	item is withdrawn from plant account.

## NASA RECORDS SCHEDULE 6: AUDITING RECORDS

The records described in this schedule pertain to the management and operation of reports, correspondence, and other information relating to audits of NASA activities and/or NASA contractors by GAO, by NASA auditors, or by other Government auditors. They are created and accumulated by organizations (1) that have been audited, (2) that control or administer the contracts that have been audited, and (3) that have management control of the internal audits or formulate and prescribe auditing policies and procedures, and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>GAO Audits of NASA.</u> Case files on GAO audits of NASA activities. Includes GAO audit reports, correspondence, certificates of clearance, notice of completion, and all related papers.	
	a. Headquarters liaison office for GAO audits	Destroy when 3 years old.
	b. Organization audited or organization controlling audited NASA contracts	Destroy 3 years after date of audit report.
2	<u>NASA Internal Audits.</u> Case files on NASA internal audits. Consists of audit reports, correspondence, and all related papers.	
	a. Office making review	Transfer to FARC 2 years after date of final audit report. Destroy 3 years after transfer.

NASA Records Schedule 6--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	b. Organization audited	Destroy 2 years after date of final audit report.
	c. Other offices	Destroy 2 years after date of final audit report.
3	<u>GAO Audits of Contractors.</u> Case files on GAO audits of NASA contractors.	
	a. Cognizant procurement office	Destroy with related contract file.
	b. Other offices	Destroy 3 years after audit.
4	<u>NASA Audits of Contractors.</u> Case files on NASA audits of contractors. Includes papers relating to NASA audits for other Government agencies such as DOD.	
	a. Office making review	Transfer to FARC 2 years after date of final audit report. Destroy 4 years after transfer.
	b. Other NASA audit offices	Destroy 3 years after date of final audit

NASA Records Schedule 6--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	b.	report unless dispute involved, in which case destroy after dispute is settled.
	c. Cognizant procurement office	Destroy with related contract file.
	d. Other offices	Destroy 1 year after date of final audit report.
5	<u>Other Audits of NASA Contractors.</u> Includes DCAA and HEW audit reports, correspondence, and all related papers.	
	a. Cognizant regional audit office	Destroy 3 years after date of final audit report unless dispute involved, in which case destroyed after dispute is settled.
	b. Cognizant procurement office	Destroy with related contract file.
	c. Other offices	Destroy 1 year after date of final audit report.

## NASA RECORDS SCHEDULE 7: BUDGET AND PROGRAMMING RECORDS

The records described in this schedule pertain to the management and operation of NASA budgeting and resource programming functions. They are created and accumulated by organizations that have management control or formulate and prescribe budgeting or programming policies and procedures and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Budget Estimates.</u> File copies of budget estimates prepared or consolidated in the NASA Budget Office comprising submissions to the OMB and the Congress. (GRS 5-2)	
	a. Headquarters	Transfer files to FARC by fiscal year when no longer needed for active reference. <del>PERMANENT. Do not RR</del> <del>Plan No. NN 473-14.</del>
	b. Installations	Destroy when 3 years old, or when no longer needed.
2	<u>Apportionment Schedules.</u> Apportionment and reapportionment schedules, and memoranda schedules proposing obligations, transfers, etc., under each appropriation. (GRS 5-6)	
	a. Headquarters	Transfer to FARC when 3 years old for annual accounts, and when 5 years old for

NASA Records Schedule 7--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	a.	multiple-year and no-year appropriations. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
	b. Installations	Destroy annual accounts when 3 years old, and multiple-year and no-year accounts when 5 years old.
3	<u>Allotment of Funds.</u> Allotment of funds and memoranda concerning decisions on funding levels and changes. (GRS 5-3)	
	a. Headquarters	Transfer to FARC when 3 years old for annual accounts and when 5 years old for multiple-year and no-year appropriations. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
	b. Installations	Destroy annual accounts when 3 years old, and multiple-year and no-year accounts when 5 years old.

NASA Records Schedule 7--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	<u>Project Approval Documents (PAD)</u> . Authorizations to initiate and carry out the projects within the scope defined in the PAD and within available allotted funds. (GRS 5-1)  a. Headquarters  b. Installations	Transfer files by fiscal years to FARC when no longer needed for active reference. PERMANENT. <del>Per RR Plan No. NN 473-14</del>  Destroy annual accounts when 3 years old, and multiple-year and no-year accounts when 5 years old. For CoFF appropriations as above, or when no longer needed for active reference which ever comes later.
5	<u>Resources Authority Warrants</u> . 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. (GRS 5-3)  a. Headquarters	Transfer to FARC when 3 years old for annual accounts, and when

NASA Records Schedule 7--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
5	a.	5 years old for multiple-year and no-year appropriations. PERMANENT. <del>Per RR Plan No. NN 473-14.</del> For CoFF appropriations as above, or when no longer needed for active reference whichever comes later.
	b. Installations	Destroy annual accounts when 3 years old, and multiple-year and no-year accounts when 5 years old. For CoFF appropriations as above or when no longer needed for active reference whichever comes later.
6	<u>Work Papers.</u> Work papers, statements, rough data accumulated in preparation of annual budget estimates, including duplicates of papers included in file copies of budget estimates (described in Item 1). (GRS 5-4)	
	a. Headquarters	Destroy 2 years after close of fiscal year covered by the budget.

NASA Records Schedule 7--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	b. Installations	Destroy one year after close of fiscal year covered by the budget.
7	<u>Status Reports.</u> Periodic reports on the status of appropriation accounts and apportionments thereunder. (GRS 5-5)	
	a. End of Fiscal Year reports	Destroy when 10 years old.
	b. All other reports	Destroy when 3 years old.
8	<u>Budget and Programming Resources Projects:</u>	
	a. Correspondence regarding NASA resources matters. Subject files that are brought forward as the subject recurs.	Break file by fiscal year. Destroy when 2 years old or when no longer needed for reference, whichever is sooner.
	b. Recurring reports of scientific research and development activities (unpublished):	PERMANENT. Transfer to FARC when 7 years old.
	(1) Headquarters--one copy of each report	Transfer to FARC when report becomes inactive. PERMANENT.

NASA Records Schedule 7--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
8	b. (2) Other copies	Destroy when no longer needed.
	c. Special Studies:	
	(1) Headquarters--one copy of each study	Transfer to FARC when study becomes inactive.
	(2) Other copies	Destroy when no longer needed.
	d. Correspondence pertaining to Budget guidelines; submissions; allowances; and revisions.	Destroy 5 years.
9	<u>Status of Contracts and Grants Report:</u> This is a consolidated agency-wide report of financial and statistical data covering NASA contracts and grants.	
	a. Headquarters Official Record Copy:	
	(1) a. The annual June issues of Formats E-13, E-17, E-28, E-36-1, E-36-3, and E-36-4, thru 6/30/76.	Transfer to FARC 1 year after the close of the fiscal year to which they pertain. PERMANENT. <del>Per RR</del> <del>Plan No. NN 473-14.</del>
	b. The annual September issues of 9/30/76 and subsequent. (Fiscal year changes).	Transfer to FARC 1 year after the close of the fiscal year

NASA Records Schedule 7--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
9	<p>a. (1) b.</p> <p>(2) Issues of above Formats other than the June-September issues</p> <p>b. Other copies of reports in other offices</p>	<p>to which they pertain.            PERMANENT. <del>Per RR</del>  <del>Plan No. NN 473 14.</del></p> <p>Destroy 2 years after the fiscal year to which they pertain.</p> <p>Destroy as soon as active reference value ceases.</p>
10	<p><u>Management by Objectives (MBO)</u>. Internal management procedure for review and control of milestone performance against plan.</p> <p>a. Guidelines for creation; annual updates.</p> <p>b. Interim reports.</p>	<p>Destroy when 3 years old.</p> <p>Transfer to FARC;            PERMANENT. <del>Per</del>  <del>RR Plan No. NN 473 14.</del></p> <p>Destroy when 3 years old.</p>

## NASA RECORDS SCHEDULE 8: BUILDINGS MANAGEMENT RECORDS

The records described in this schedule pertain to the management and operation of NASA buildings and grounds, maintenance, operation, and management functions. They are created and accumulated by organizations that have management control or formulate and prescribe buildings and grounds management policies and procedures and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Maintenance Service Requests Files.</u> Requests for building and equipment maintenance services, excluding fiscal copies. (GRS 11-5)	Destroy 2 months after work performed or requisition canceled.
2	<u>Telephone Service Requests Files.</u> Requests from operating units for installation, alterations and relocation or removal of telephone facilities, excluding fiscal copies. (GRS 12-2d)	Destroy 1 year after work performed or request canceled.
3	<u>Agency Space Files.</u> Records relating to the allocation, utilization, and release of space under agency control, and related reports to General Services Administration. (GRS 11-2)	
	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 canceled or when plans are superseded or obsolete.
	b. Correspondence with, and reports to staff agencies relating to agency space holdings and requirements:	

NASA Records Schedule 8--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	<p>b. (1) Agency reports to General Services Administration regarding space occupied in "Metropolitan Washington"; and "Outside the District of Columbia," and related papers.</p> <p>(2) Copies in subordinate reporting units and related work papers.</p>	<p>Destroy when 2 years old.</p> <p>Destroy when one year old.</p>
4	<p><u>Identification Credentials Files:</u></p> <p>a. Identification credentials, including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room, and visitors passes, and other identification credentials. (GRS 11-4)</p> <p>b. Receipts, indexes, listings and accountable records</p>	<p>See NRS 12-24</p> <p>See NRS 12-24</p>
5	<p><u>Parking Permit Control Files.</u> Documents relating to the administration and allotment of parking spaces, and used to control the issuance and withdrawal of permits and record violations by holders of permits.</p>	<p>See NRS 12-25</p>
6	<p><u>Space and Maintenance General Correspondence Files.</u> Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers. (GRS 11-1)</p>	<p>Destroy when 2 years old.</p>

NASA RECORDS SCHEDULE 9: PHOTOGRAPHIC AND GRAPHICS SERVICES RECORDS

The records described in this schedule pertain to the management and operation of photographic and visual aids service functions at NASA installations (in contrast with public information educational activities per NRS 19). They are created and accumulated by organizations that have management control of procedures, and by activities and offices applying these procedures in the performance of their service work. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Visual Communication Media.</u> Prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities.	
	a. Original Art Work:	
	(1) Art work used in Congressional Hearings; budget presentations; summary review conferences; technical briefings; and presentations to the public such as speeches, releases to news media, educational briefs, and exhibits.	Where original art is duplicated in a <u>master negative/transparency</u> file, the art may be disposed of after it no longer has current utility; however, all art not duplicated in a master negative/transparency file will be transferred to the Federal Records Center when no longer needed for reference.

NASA Records Schedule 9--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<p>a. (2) Art work used in fund drives, posters for employee sponsored activities, illustrations used in administrative function activities, and other routine in-house activities.</p> <p>b. <u>Master Photographic Negative/Transparency Files</u>; such as used in the production of visual aids (slides, viewgraphs, and photographs) from original art.</p> <p>c. <u>Slides and Viewgraphs</u>; used by program, staff, and project offices for presentations.</p> <p>d. Designs and engineering drawings for fabrication of display models and exhibits.</p> <p>(1) Original Vellum drawings</p> <p>(2) Other copies</p>	<p>Destroy 1 year after purpose has been served.</p> <p>Transfer to FARC when no longer needed to reproduce additional visual aids. PERMANENT. <del>Per RR Plan No. NN 473-14</del></p> <p>Destroy when no longer needed or when obsolete.</p>
2	<p><u>Visual Aids Requisition Files</u>. Requests and instructions for the preparation of the Visual Aids described in Item 1 of this schedule.</p>	<p>Destroy when 2 years old.</p>

NASA Records Schedule 9--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	<u>Visual Aids Requisition Registers.</u> Registers showing receipt of requisition and control number assigned to it.	Destroy when 2 years old.
4	<u>Photographic Work Orders and Ledgers.</u> Work orders and ledgers used in processing and production of photographic services.	Destroy when 1 year old.
5	<u>Photographic Production Report Files.</u> Reports showing workload, time expended, and type of production (color, black and white, still, or motion picture).	Destroy when 1 year old.
6	<u>Film and Equipment Control Card Files.</u> Cards showing film and equipment on loan.	Destroy 1 year after last entry on card.
7	<u>Photographic Negative Files.</u> Master negatives for both still and motion pictures. (Refer to NRS 19 for other types of photographic materials.)	Transfer to FARC when no longer needed actively to reproduce additional visual aids. PERMANENT. <del>Per RR</del> <del>Plan No. NN 473-14.</del>
8	<u>Audio Tape.</u>	
	a. Manned Space Flights--ground control and flight crew communications.	Transfer master tapes with all identifying information to the NASA Central Film Depository 1 year after working duplicates are generated.

NASA Records Schedule 9--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
8	<p>a.</p> <p>b. <u>Space Vehicle Testing Data.</u></p>	<p>The Depository will transfer this material to the FARC for PERMANENT RETENTION, 5 years after receipt or when no longer needed. Release duplicates for reuse not later than 1 year after they have served their purpose. <del>Per RR Plan No. NN 473-314.</del></p> <p>Release for reuse as soon as practicable according to local practice. Example: Release for reuse 60 days after launch of spacecraft involved.</p>
9	<p><u>Video Tape.</u></p> <p>a. Space flight photographic.</p>	<p>Transfer master tapes with all identifying information to the NASA Central Film Depository 1 year</p>

NASA Records Schedule 9--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

9

a.

after working duplicates are generated. The Depository will transfer this material to FARC for PERMANENT RETENTION 5 years after receipt or when no longer needed. Release duplicates for reuse no later than 1 year after they have served their purpose. ~~Per RR Plan No. NN 473-314.~~

b. Space vehicle testing data.

Release for reuse as soon as practicable according to local practice. Example: Release for reuse 10 days after completion of post launch analysis.

## NASA RECORDS SCHEDULE 10: COMMUNICATIONS RECORDS

The records described in this schedule pertain to the management and operation of NASA radio and wire communications and mail service functions. They are created and accumulated by organizations that have management control or formulate and prescribe communications policies and procedures and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Radio Frequency Files.</u> Authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.	Transfer to FARC when 2 years old. Destroy 8 years after transfer.
2	<u>Traffic Volume Report Files.</u> Documents reflecting data on circuit usage for engineering of fixed communications facilities, planning, programming, and budgeting and related papers.	
	a. Office of primary responsibility	Transfer to FARC when 2 years old. PERMANENT. <del>Per RR Plan No. NN-473-14</del>
	b. Other offices	Destroy after 6 months.
3	<u>Communications Representation Files.</u> Documents concerning representation on and recommendations to joint or other non-NASA agencies, including implementation of decisions on signal communications and electronic policies, particularly on radio frequency allocations, call signs, radio interference, and radio propagation matters.	Destroy when 5 years old.

NASA Records Schedule 10--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	<u>Communications Program Files.</u> Documents providing guidance or assumptions for the development of the communications segment.  a. Office of Primary Responsibility  b. Other offices	Transfer to FARC when 2 years old. PERMANENT. <del>Per RR Plan No. NN 473 14</del>  Destroy when 3 years old.
5	<u>Project Support Requirements Files.</u> Documents reflecting support requirements for the objectives contained in the Center signal plan.  a. Office of Primary Responsibility  b. Other offices	Transfer to FARC when 2 years old. PERMANENT. <del>Per RR Plan No. NN 473 14</del>  Destroy when 3 years old.
6	<u>Fixed Communications Facility Project Files.</u> Documents relating to the establishment, approval, and construction or implementation of fixed plan wire and radio facility development projects.	Transfer to FARC 1 year after discontinuance of facility. PERMANENT. <del>Per RR Plan No. NN 473 14</del>

NASA Records Schedule 10--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
7	<u>Communications Facilities Lease Requests Files.</u> Documents relating to requests for providing, rearranging, and removing communication facilities, equipment, and services leased from commercial companies to meet communications objectives of NASA. (GRS 12-2b)	Destroy 5 years after termination of lease.
8	<u>Interference Reduction Files.</u> Documents relating to the testing or advising on techniques and equipment designed to reduce or eliminate electrical disturbances which cause undesirable response or malfunctioning of electronic equipment.	Destroy when 5 years old.
9	<u>Communications Operation Files.</u> Documents containing information and data on codes, radio frequency assignments, call signs, and lists of holders of code systems.	Destroy when superseded, obsolete, or no longer needed.
10	<u>Radio and Television Equipment Service Control Files.</u> Documents related to the servicing and operation of radio and television equipment and systems, including service records and summaries of authorized equipment and service.	Destroy when superseded or on discontinuance of the facility or installation, whichever is sooner.
11	<u>Communications Security Equipment Requirements Files.</u> Requirements for communications security equipment and all related papers.	Destroy when 3 years old.
12	<u>Communications Center Message Files.</u> Original copies of outgoing messages. (GRS 12-3a, b)	Destroy 6 months after work performed or request canceled.

NASA Records Schedule 10--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
13	<u>Wire and Wireless Message Files.</u> Copies of incoming and outgoing wire and wireless messages and all related records.	Destroy when 6 months old.
14	<u>Communications Statements and Toll Slips File.</u> Telephone, telegram, twx, and all other communication statements, and toll slips and related papers. (GRS 3-11)	Destroy 3 years after period covered by account.
15	<u>Communications Accounts Files.</u> Documents relating to telephone, telegraph, and teletype accounting. Vouchers, vendors invoices, and correspondence (excluding fiscal copy). (GRS 12-2b, 2d, 4)	Destroy when 2 years old.
16	<u>Telephone Service Requests.</u> Requests from operating units for installation, alterations, relocation, or removal of telephone facilities, excluding fiscal copy.	See NRS 8-2.
17	<u>Registered and Insured Mail Files.</u>	
	a. Record of received or dispatched registered mail pouches. (GRS 12-5)	Destroy when 1 year old.
	b. Receipt for incoming registered and insured mail.	Destroy when 1 year old.
	c. Record of incoming and outgoing registered and insured mail.	Destroy when 1 year old.
	d. Return receipts for registered, insured, and special delivery mail.	Destroy when 1 year old.

NASA Records Schedule 10--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
18	<u>Postage Statistical Reports Files.</u> Statistical reports of postage used on outgoing mail. (GRS 12-6b, c)	Destroy when 6 months old.
19	<u>Production Reports Files.</u> Production reports of mail handled and work performed. (GRS 12-6d, g)	Destroy when one year old.
20	<u>Remittance Received Files.</u> Record of remittances and other valuable enclosures received in incoming mail. (GRS 12-6e)	Destroy when 1 year old.
21	<u>Official Mail and Messenger Service Records Files.</u> Record of receipts for mail and packages received through the Official Mail and Messenger Service. (GRS 12-6f)	Destroy after 6 months.
22	<u>Improper Treatment of Mail Files.</u> Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail. (GRS 12-5c, 8)	Destroy when 1 year old.
23	<u>Mail Control Records Files.</u> Records of receipt and routing of incoming and outgoing mail. (GRS 12-6a, h)	Destroy when 1 year old.
24	<u>Annual Report of Official Mailings Files.</u> (GRS 12-7)	Destroy when 2 years old.
25	<u>Motor Messenger Service Records Files.</u> Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules and related and similar records. (GRS 12-1)	Destroy when 2 months old.
26	<u>Top Secret Account Records File.</u>	See NRS 12-2.

NASA Records Schedule 10--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
27	<u>Classified Document Accountability Files.</u>	See NRS 12-3.
28	<u>Destruction Certificate Files.</u>	See NRS 12-28.

NASA RECORDS SCHEDULE 11: HEALTH AND MEDICAL RECORDS

The records described in this schedule pertain to the management and operation of NASA health and medical functions. They are created and accumulated by organizations that have management control or formulate and prescribe health and medical policies and procedures and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Visit Logs Files.</u> Logs or registers of visits of employees and contractor personnel to dispensaries, first aid rooms, and health units:	
	a. Where information is summarized or statistical reports, and treatments are recorded elsewhere. (GRS 1-20)	Destroy 3 months after last date on log or register.
	b. Occupational Safety and Health Administration Logs	Retain until sufficient number to microfiche then destroy originals and retain microfiche permanently.
2	<u>Individual Health Record Card Files.</u> Health record cards of Government employees (exclusive of Item 4 of this schedule). (GRS 1-19)	Destroy 6 years after date of last entry on card.
3	<u>Individual Medical Records of On-Site Contractor Personnel Files.</u> Doctors clinic records or similar records of treatment.	
	a. Routine medical records of employees not exposed to hazardous material.	After individual's employment on-site

NASA Records Schedule 11--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	a.	is terminated, mark first page of record with date of termination. Transfer original records to contractor.
	b. Records of employees exposed to hazardous materials.	After individual's employment on-site is terminated, mark first page with date of termination and with special follow-up case. Microfiche and transfer original record to contractor. Destroy microfiche record when 40 years old.
4	<u>Medical Records</u>	
	a. Those investigative medical records identified in FPM to be eventually filed on the permanent side of the OPF.	Upon transfer of employee, transfer medical record to medical office of new assignment. Upon separation from Government employment, file medical records

NASA Records Schedule 11--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

4

a.

in Official Personnel Folder.

- b. Medical History, Physical Examinations, Laboratory, Radiologist Reports, Audiograms, Consultations, Mounted EKG's, Treadmills, Proctoscopy reports, Physician visit notes, Nurses visit notes, Other correspondence, Exposure to hazardous and/or toxic substances, and Miscellaneous; arranged chronologically (recent on top), with year dividers.

Upon transfer of employee, transfer records and x-rays to medical office of new assignment. Upon separation from Government, add copy of 4a above. Mark first page with date of termination and with "Special Follow-up Case" if employee known to have been exposed to OSHA listed hazardous environment and/or material. Microfiche, then destroy original of any psychiatric entry deemed by the Medical Officer "not in the best interest to be seen by the employee". Give

NASA Records Schedule 11--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	b.	remaining originals to employee. Transfer microfiche to local FARC 1 year after termination, and retain 40 years.
	c. Health and medical case histories, x-rays, and physical and environmental records pertaining to NASA Space Flight Crew.	PERMANENT. Maintain at the appropriate NASA Installation.
	d. X-Ray Films	Upon separation of employment transfer to local FARC 1 year after termination of employment. Retain for 40 years from termination date.
5	<u>Medical Statistical Reports Files.</u> (GRS 1-22)	Destroy when no longer needed.
6	<u>Employee Assistance Program Records</u>	
	a. Personal case files	Destroy 2 years from last date of entry, or upon transfer or termination.

NASA Records Schedule 11--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	b. Program statistics	Destroy when no longer needed.
7	<u>Drug Enforcement Agency Controlled Substances Transaction Records</u>	Destroy 2 years after last entry.

## NASA RECORDS SCHEDULE 12: INSPECTION AND SECURITY RECORDS

The records described in this schedule pertain to the management and operation of NASA inspection and security functions. They are created and accumulated by organizations that have management control, or formulate and prescribe inspection or security policies and procedures and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Inspection Reports Files.</u> Case files of investigative and inspection reports and related papers, on NASA personnel or private concerns having relationships with NASA relating to alleged violations of standards of conduct, regulations, or of Federal criminal law. Also, investigative reports on NASA personnel pertaining to requests for waivers of claims for overpayment of pay and complaints of discrimination.	Transfer to FARC 5 years after case is closed. Destroy 20 years after case is closed.
2	<u>Top Secret Document Accountability Records Files.</u>  a. Records maintained to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. (GRS 18-6)  b. Forms accompanying documents to insure continuing control.	Destroy 5 years after downgrading, transference or destruction of related documents.  Destroy when related document is downgraded, transferred, or destroyed.
3	<u>Classified Document Accountability Records:</u> Classified document receipts and inventory files, consisting of	Destroy when 2 years old.

NASA Records Schedule 12--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	forms, ledgers, and registers used to show the receipt and issue, identity, internal routing, and final disposition or destruction of classified documents, but exclusive of documents relating to Top Secret material covered in Item 2 of the Schedule. (GRS 18-2)	
4	<u>Security Classification Systems Files.</u> Documents relating to the security classification or grading system, including authorizations for upgrading, downgrading, and declassifying documents or equipment.  a. Responsible office  b. Other offices	Transfer to FARC when 2 years old. PERMANENT. <del>Per RR Plan No. NN 473-14.</del>  Destroy after the documents to which the classification action applies have been regraded or declassified by suitable marking, stamping, etc.
5	<u>Access Request Files.</u> Requests and authorizations for individuals to have access to classified information, including visit requests. (GRS 18-7)	Destroy 2 years after authorization expires.

NASA Records Schedule 12--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	<u>Security Storage Equipment Files.</u> Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers. (GRS 18-8)	Destroy when superseded by a new form or list, or upon turn-in of containers.
7	<u>Surveys and Inspection of Facilities Files:</u>	
	a. Documents relating to surveys and inspections of Government owned facilities conducted to insure adequacy of protective and preventive measures taken to safeguard information and facilities against sabotage and unauthorized access. (GRS 18-10)	Destroy 1 year after completion of next survey.
	b. Documents relating to security surveys and inspections of privately owned facilities performing on NASA contracts and related papers.	Destroy 1 year after completion of next survey or inspection.
8	<u>Fire, Explosion, and Accident Investigative Files.</u> Case files, including all papers relating to the investigations of fires, explosions, and accidents.	
	a. Precedent and unusual cases (selected by pertinent NASA officials).	Transfer to FARC when 5 years old. PERMANENT. <del>Per RR Plan No. NN 473-14.</del>
	b. Routine cases	Transfer to FARC when 2 years old. Destroy 8 years after transfer.

NASA Records Schedule 12--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
9	<u>Property Pass Files.</u> Authorization for the removal of property or materials from NASA buildings or reservations. (GRS 18-13)	Destroy 3 months after expiration or revocation.
10	<u>Accountability of Firearms Files.</u>	
	a. Record of acquisition of firearms	Destroy 1 year after firearm is destroyed or transferred.
	b. Receipts, logs, or registers recording the issuance, transfer, and return of firearms.	Destroy 3 months after return of firearm.
11	<u>Certificate to Carry Firearms Files.</u> (NASA Form 699a and 699b.)	Destroy 1 year after termination of certificate.
12	<u>Firearms Qualification Records Files.</u> All data relating to individual qualifications, training, and maintenance of proficiency in the use of firearms.	Destroy 1 year after termination of individual.
13	<u>Guard Assignments and Strength Files:</u>	
	a. Ledger records	Destroy 2 years after final entry.
	b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	Destroy when 1 year old.

NASA Records Schedule 12--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
14	<u>Key Accountability Files.</u> Records of keys issued. (GRS 18-17)	For areas under maximum security, destroy 1 year after turn-in of key. For other areas, destroy 1 month after turn-in of key.
15	<u>Visitors Registers Files.</u> Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers. (GRS 18-18)	For areas under maximum security or if access to classified information is involved, destroy 2 years after final entry or 2 years after date of document, as appropriate; for other areas or if no access to classified information is involved, destroy 3 months after final entry or 3 months after date of document, as appropriate.
16	<u>Guard Force Facility Check Files:</u>  a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files or agency security offices covered by Items 21 and 22 of this Schedule).	Destroy when 6 months old.

NASA Records Schedule 12--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
16	b. Reports of routine after-hours security checks which either do not reflect security violations or for which the information contained therein is documented in the files defined in Items 21 and 22 of this Schedule.	Destroy when 1 month old.
17	<u>Guard Service Control Files:</u>	
	a. Control center key or code records, and emergency call cards. (GRS 18-20)	Destroy when superseded or obsolete.
	b. Round reports, service reports, or interruptions and tests, and punch clock dial sheets.	Destroy when 6 months old.
	c. Automatic machine patrol charts and registers of patrol and alarm services.	Destroy when 6 months old.
18	<u>Guard Logs Files.</u> Logs and registers not covered elsewhere in this Schedule. (GRS 18-21)	
	a. Central guard office master logs	Destroy 2 years after final entry.
	b. Individual guard post logs of occurrences entered in master logs.	Destroy 1 year after final entry.
19	<u>Personnel Security Clearance Files:</u>	
	a. Records of investigations of persons employed by, or seeking employment with, the Government or whose relationship with the Government otherwise requires	Transfer to FARC 1 year after termination of relationship

NASA Records Schedule 12--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
19	a. a security clearance; including records created by NASA, such as NASA Forms 346, 397, 838, 839. (GRS 18-23)	which caused the investigative process. Destroy 20 years after transfer.
	b. Copies of investigative reports and papers obtained from the Civil Service Commission (or from FBI through CSC).	Destroy within 1 year after termination of employment in accordance with FPM Letter 736-5.
	c. Standard Form 86, Security Investigation Data for Sensitive Position.	Remove from file and send to Installation Personnel Dept. immediately upon termination of employment relationship for inclusion in Official Personnel Folder in accordance with FPM Sup. 296, App. A, Subchapter S3-2.
20	<u>Personnel Security Clearance Status Files:</u> Records maintained in security units to show the security clearance status of individuals, either in the form of lists or rosters. (GRS 18-24)	Destroy when superseded or obsolete.
21	<u>Security Violation Files:</u> Case files relating to investigations of alleged security violations but exclusive	Destroy 2 years after completion of final

NASA Records Schedule 12--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
21	of files concerning felonies and papers placed in official personnel folders. (GRS 18-25)	corrective or disciplinary action.
22	<u>Security Violation File (Felonies)</u> : Case files relating to investigations of security violations of a sufficiently serious nature to be classed as felonies. (GRS 18-26)	
	a. Precedent and unusual cases (selected by pertinent NASA official).	Transfer to FARC 5 years after date of last action. PERMANENT. <del>Per RR Plan No. NN 473-14.</del>
	b. Other cases.	Transfer to FARC 2 years after date of last action. Destroy 5 years after transfer.
23	<u>Lost and Found Accountability Files</u> : Reports, loss statements, receipts and other papers relating to lost and found articles. (GRS 18-16)	Destroy when 1 year old.
24	<u>Identification Credentials Files</u> :	
	a. Identification credentials, including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room, and visitors passes, and other identification credentials that are required to be returned to NASA. (GRS 11-4)	Destroy 3 months after return to issuing office.

NASA Records Schedule 12--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
24	b. Receipts, indexes, listings, and accountable records.	Destroy after all listed credentials are accounted for.
25	<u>Parking Permit Control Files</u> : Documents relating to the administration and allotment of parking spaces, and used to control the issuance and withdrawal of permits and record violations by holders of permits.	Destroy on transfer or separation of parking permit holder or when permit is superseded or revoked, whichever is first.
26	<u>Vehicle Registration and Driver Record Files</u> : Documents used for the registering of privately owned vehicles and the recording of data on individual drivers.	Destroy 1 year after expiration or revocation.
27	<u>Violation Case Files</u> : Reports, statements of witnesses, warning notices, and other case papers relating to arrests, commitments, and traffic violations. (GRS 18-15)	Destroy when 2 years old.
28	<u>Destruction Certificates Files</u> : Certificates relating to the destruction of classified documents.	Destroy when 2 years old.
29	<u>Industrial Security Files</u> : Documents relating to the security classification, or changes thereto, of a contract with industry. (GRS 18-9)	
	a. Precedent and unusual cases (selected by pertinent NASA official).	Destroy when 5 years old, after contract is closed.

NASA Records Schedule 12--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
29	b. Other case files.	Destroy 3 years after contract is closed.
30	<u>Security Program Files</u> : Documents containing security information that relate to the background and continuance of the security program. (GRS 18-22)	Transfer to FARC when 1 year old. Destroy 10 years after transfer.

NASA RECORDS SCHEDULE 13: LEGAL, PATENT AND INVENTION RECORDS

The records described in this schedule pertain to the management and operation of NASA's legal and patent functions. They are created and accumulated by organizations that have management control or formulate and prescribe legal or patent policies and procedures, and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Claims Case Files.</u> Case files relating to claims in favor of, or against the Government for damage, loss, or destruction of property, and for personal injury or death.	NOTE: Space Act does not require a showing of negligence.
a.	<u>Master Claims.</u> (Claims files established when many claims may result from a single accident, incident, or disaster).	Transfer to FARC 2 years after final action on case. Destroy 28 years after transfer.
b.	Allowed Claims:	
	(1) Claims involving personal injury or a minor.	Transfer to FARC 2 years after final action on case. Destroy 28 years after transfer.
	(2) Other claims.	Transfer to FARC 2 years after final action on case. Destroy 8 years after transfer.

NASA Records Schedule 13--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	c. Disallowed Claims.	Transfer to FARC 2 years after final action on case. Destroy 28 years after transfer.
2	<u>Miscellaneous Claims Files.</u> Records relating to claims that are not included in the case files described in Item 1.	Transfer to FARC 2 years after final action on case. Destroy 8 years after transfer.
3	<u>Legal Opinion Files.</u> Documents reflecting legal opinions incident to the interpretation of statutes, regulations, and other legal matters concerning NASA.	Transfer to FARC when no longer needed for reference. PERMANENT. <del>Per RR Plan No. NN-473-14</del>
4	<u>Claim Investigative Report Files.</u> Documents accumulated from investigating accidents and incidents which could, but do not, result in the filing of a claim.	Transfer to FARC on expiration of pertinent statutory period for filing a claim. Destroy when 5 years old.
5	<u>Claims Reports Files.</u> Statistical, fiscal, and related reports on the disposition of claims.	Destroy when 2 years old.
6	<u>Surety Bond Review Files.</u> Documents relating to the review of the legal sufficiency of surety bonds.	Destroy when 5 years old.

NASA Records Schedule 13--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
7	<u>Contract Legal Advice.</u> Documents pertaining to pre-award contract advise concerning patent, copyright, and technical data matters.	Transfer to FARC when no longer needed for reference. Destroy 25 years after transfer.
8	<u>Contract Administration of Patent and New Technology Clauses Files.</u> Documents pertaining to actual administration of patent and new technology clauses in contracts especially pertaining to reporting and processing of inventions required to be reported.	Transfer to FARC 2 years after contract close out. Destroy 20 years after transfer.
9	<u>Patent Prosecution and Solicitation Files:</u>	
	a. Patent Soliciting Case Files:	
	(1) Files for specific invention disclosures for which no patent application was filed.	Transfer to FARC 1 year after case is inactivated. Destroy 25 years after transfer.
	(2) Files for patent applications and including the invention disclosure.	Transfer to FARC 1 year after patent is issued. Destroy 20 years after transfer.
	b. Determination of Rights to Employee Inventions: Documents pertaining to Executive Order 10096, et seq.	Destroy 20 years after patent is issued or inactivated.

NASA Records Schedule 13--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
10	<u>Licensing of NASA-Owned Inventions (Domestic and Foreign) Files:</u>	
	a. License Grants.	Transfer to FARC after expiration of patent. Destroy 10 years after transfer.
	b. Inquiries about commercial rights and licensing program.	Destroy when 2 years old.
11	<u>Infringement of Patents by NASA Files:</u>	
	a. Infringement Case Files.	Transfer to FARC 3 years after settlement of case. Destroy 25 years after transfer.
	b. Correspondence of general nature regarding patent infringement.	Transfer to FARC when 2 years old. Destroy 20 years after transfer.
12	<u>Licenses Received by NASA on Patents or Patent Application Files.</u> (Headquarters only)	Transfer to FARC 2 years after license is no longer active. Destroy 20 years after transfer.
13	<u>Assistance to Other Agencies on Patent Matters Files.</u> (Headquarters only)	Transfer to FARC when 2 years old. Destroy

NASA Records Schedule 13--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
13		5 years after transfer.
14	<u>Subsection 305 (c) and 305 (d) Files.</u> (Headquarters only)	Transfer to FARC 1 year after NASA decision is made. Destroy 20 years after transfer.
15	<u>General Legal Advice Files not covered by above specific areas.</u> Includes procurement matters.	Transfer to FARC when no longer needed for reference. Destroy 25 years after transfer.
16	<u>Inventions and Contributions Board Files.</u> Minutes of the meetings of the Inventions and Contributions Board.	
	a. Headquarters will maintain record set.	Transfer to FARC when 4 years old. PERMANENT. <del>Per RR Plan No. NN-473-14</del>
	b. Other copies.	Destroy when no longer needed for reference.
17	<u>Inventions Contributions Files:</u>	
	a. Alphabetical files, by contributor, on contributions not considered for award; includes correspondence,	Transfer to FARC when 2 years old. Destroy

NASA Records Schedule 13--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
17	<p>a. evaluations, and all related papers.</p> <p>b. Alphabetical files, by contributor, on contributions considered for award; includes correspondence, evaluations, recommendations by the Inventions and Contributions Board and the Administrator and all related papers.</p>	<p>18 years after transfer.</p> <p>Transfer to FARC when 3 years old. Destroy 17 years after transfer.</p>
18	<p><u>Denied Awards Hearings Files.</u> Case files on hearings evolving from denied awards.</p>	<p>Transfer to FARC after case is closed. Destroy 20 years after transfer.</p>
19	<p><u>Waiver of Patents Files.</u> Case files on petitions for waiver of patents, and all related papers.</p>	<p>Transfer to FARC 2 years after file is closed. Destroy 23 years after transfer.</p>
20	<p><u>Inventions and Contributions Board Reference Files.</u> Copies of documents described in Items 16-19 of this schedule that are maintained at field installations.</p>	<p>Destroy when no longer needed for reference.</p>
21	<p><u>Source Evaluation Board Files:</u> Records and correspondence concerning deliberations and actions of the Administrator or his designee and other officials participating in these actions relating to the final selection of the contractor based on the Source Evaluation Board's report and presentations. (These files are separate from the Board's files set forth in NRS 17-39).</p>	<p>Transfer to FARC 1 year after the end of the fiscal year in which the selection took place. Destroy 5 years after transfer.</p>

NASA Records Schedule 13--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
22	<u>NASA BCA Cases - Government Counsel's Case Files.</u> Appeals before the NASA Board of Contract Appeals consisting of Notice of Appeal, complaint, answer and/or motion, correspondence, transcript of proceedings before the Board, exhibits, briefs in support of the parties' position taken under the disputes clause of a NASA contract, and Board decisions, together with working papers of the trial attorney charged with representing NASA before the Board.	Transfer to FARC 2 years after year in which Board rendered its decision or case was finally settled. Destroy 6 years after transfer.
23	<u>Court Cases Involving NASA Contracts Files.</u> Files of cases in the District Court, Court of Appeals, or Court of Claims involving NASA contracts; including complaint answer, motions, discovery, transcript of proceedings, trial exhibits and briefs in support of the parties' positions, together with the working papers of attorney handling the case.	Transfer to FARC 2 years after year in which Court renders its final decision or year in which case is settled. Destroy 4 years after transfer.

## NASA RECORDS SCHEDULE 14: MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS

The records described in this schedule pertain to the management and operation of NASA motor vehicle functions. They are created and accumulated by organizations that have management control or formulate and prescribe motor vehicle maintenance and operation policies and procedures and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Motor Vehicle Operating and Maintenance Records:</u>	
	a. Operating records. (GRS 10-2)	Destroy when 3 months old.
	b. Maintenance records.	Destroy when 1 year old.
2	<u>Ledger and Work Sheets.</u> Motor vehicle ledger and work sheets providing cost and expense data. (GRS 10-3)	Destroy 3 years after discontinuance of ledger or date of work sheet.
3	<u>Motor Vehicle Reports.</u> Reports on motor vehicles (other than accident, operating, and maintenance reports). (GRS 10-4)	Destroy when 3 years old.
4	<u>Motor Vehicle Accidents Records.</u> Records relating to motor vehicle accidents. (GRS 10-5)	Destroy 6 years after case is closed.
5	<u>Vehicle Release Files.</u> Includes certificates of release, copies of title papers, and related correspondence and sales papers. (GRS 10-6)	Destroy when 4 years old.

NASA Records Schedule 14--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	<u>Vehicles Leased Files.</u> Case files on vehicles leased from GSA, including agency's copy of GSA 1152, statements regarding service to vehicle by other than GSA, service and inspection work orders, and motor vehicle use records.	
	a. GSA 1152	Destroy 4 years after vehicle is returned to GSA.
	b. Other records.	Destroy 1 year after completion of action.
7	<u>Trip Ticket Files.</u> Daily trip ticket.	Destroy when 1 year old.
8	<u>Gasoline Issue Files.</u> Documents relating to the issue of gasoline, including issue forms and reports. (GRS 10-2)	Destroy when 1 year old.
9	<u>Vehicle Operation Files.</u> Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence. (GRS 10-7)	Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is earlier.
10	<u>Vehicle Daily Utilization Files.</u> Documents completed by dispatcher and operator to provide information relative to the daily use of vehicle. (GRS 10-2)	Destroy when 3 months old.

## NASA RECORDS SCHEDULE 15: PERSONNEL RECORDS

The records described in this schedule pertain to the management and operation of NASA personnel functions. They are created and accumulated by organizations that have management control or formulate and prescribe personnel policies and procedures and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each. However, provisions of the Federal Personnel Manual take precedence over any provision of this schedule which may limit a retention period.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Official Personnel Folders Files.</u> Personnel folders excluding (a) folders or groups of folders selected by the National Archives; and (b) papers on the left, or the so-called "temporary" side of the folder, which are authorized for disposal by Item 8 of this Schedule. (GRS 1-1)	See the <u>Federal Personnel Manual</u> for instructions relating to folders of employees transferred to another appointing office; or to another agency.  Transfer folders of separated employees to inactive file on separation in accordance with the <u>Federal Personnel Manual</u> ; transfer folder to the National Personnel Records Center, CPC, 111 Winebago St., St. Louis, Missouri, 63118, 30 days after separation.

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	<u>Service Record Cards Files.</u> Cards showing service records of employees separated or transferred. (GRS 1-2b)	Cards for employees separated or transferred before <del>January 1, 1947,</del> <i>December 31,</i> has been revised to provide for the disposal of cards 60 years after the earliest personnel action date. The Civil Service Commission has approved the retention standard for this item. The most important types of records, the Official Personnel Folders, and Service Records Cards, are maintained according to the U.S. Civil Service Commission's Federal Personnel Manual Supplement 293-31, which prescribes a system of recordkeeping for Federal personnel offices.
3	<u>Appointment Files.</u> Correspondence, letters, and telegrams offering appointments to potential employees. (GRS 1-4)	If appointment is accepted, file with temporary personnel

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3		papers on left side of folder;  If appointment is declined:  (1) Return to Civil Service Commission with reply and application, if name was received from certificate of eligibles;  (2) File inside application for temporary or excepted appointment and dispose of in accordance with provisions in Item 16 of this Schedule.  (3) All others destroy immediately.
4	<u>Certificate Files:</u>  a. Requests for certificates of eligibles. (GRS 1-5)	Destroy 2 years after date of certificates.

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	b. Certificates of Eligibles	Destroy 2 years after date of certificates.
5	<u>Employee Record Cards Files.</u> Cards used for informational purposes outside personnel offices (such as SF7-B). (GRS 1-6)	Destroy after transfer or separation of employee.
6	<u>Position Descriptions Files.</u> (GRS 1-7b)	(a) Retain official copy for 5 years after position is abolished or description is superseded;  (b) Destroy other copies when position is abolished or description is superseded.
7	<u>Employee Interview Records Files.</u> Entrance and exit interviews and interviews involving complaints by or against the employee. (GRS 1-8)  a. Entrance and Exit Interview	Destroy 6 months after transfer or separation of employee.

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
7	b. Complaint Interviews	Destroy 2 years after transfer or separation of employee.
8	<u>Temporary Personnel Records.</u> All copies of correspondence and forms maintained as temporary records on the left side of the official personnel folder in accordance with the <u>Federal Personnel Manual and Supplements.</u> (GRS 1-10)	Destroy upon transfer or separation of employee.
9	<u>Position Identification Strips Files.</u> Strips used in service control file to provide summary data on each position occupied. (GRS 1-11)	Destroy when position is cancelled or new strip is prepared.
10	<u>Performance and Competence Files.</u> Case files of performance rating boards of review, and acceptable level of competence reconsiderations, copies of which have been forwarded to the Civil Service Commission. (GRS 1-9)	Destroy 3 years after completion of case.
11	<u>Incentive Award Case Files.</u> Documents other than those maintained in the official personnel folder relating to submitting, evaluating and approving or disapproving each incentive awards case; including Beneficial Suggestions, Sustained Superior Performance, Special Act or Service, Certificate of Achievement, Certificate of Appreciation, Meritorious Civilian Service and Presidential Awards. (GRS 1-12a(1))	Destroy 5 years after year in which case was closed.
12	<u>Incentive Awards Program Files.</u> Statistical data, reports and other documentation pertaining to the operations of the incentive awards program, including	Destroy when 2 years old.

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
12	employee suggestion control and subject index files, minutes of award board meetings, correspondence, and related papers.	
13	<u>Civilian Service Emblem Control Files</u> : Controls maintained to record eligibility for an award of civilian service emblems. (GRS 1-12b)	Destroy when 1 year old.
14	<u>Awards Publicity Files</u> : Documents used in publicizing or encouraging participation in awards programs, including posters, cartoons, placards, and all other means of obtaining attention and announcing results of the programs and all other related papers. (GRS 1-12a)	Destroy when 3 years old.
15	<u>Personnel Action Files</u> . Notifications of personnel action, exclusive of those in official personnel folders. (GRS 1-14)	
	a. Chronological file copies, including fact sheets.	Destroy when 3 years old, or after program evaluation.
	b. All other copies.	Destroy when 1 year old.
16	<u>Application for Employment Files</u> . Applications for employment and related papers, excluding (a) records relating to appointment and requiring Senatorial confirmation, and (b) applications resulting in appointment filed in the official personnel folder (covered in Item 1 of this Schedule). (GRS 1-15)	Destroy 1 year after receipt.

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
17	<u>Personnel Statistical Reports Files.</u> Statistical reports in the operating personnel office and subordinate units relating to personnel. (GRS 1-16)	Destroy when reference value ceases.
18	<u>Miscellaneous Personnel Records Files.</u> Correspondence and forms in operating personnel offices relating to individual employees not maintained in official personnel folders and not provided for elsewhere in this Schedule. (GRS 1-17)	
	a. Correspondence and forms relating to pending personnel action.	Destroy when file is closed.
	b. Retention registers (including card files and related papers) from which reduction-in-force actions <u>have</u> been taken.	Destroy when 2 years old.
	c. Retention registers (including card files and related papers) from which <u>no</u> reduction-in-force actions have been taken.	Destroy when superseded or obsolete.
19	<u>Duplicated Personnel Records Files Maintained Outside the Personnel Office.</u> Copies of documents duplicated in official personnel folders and not provided for elsewhere in this Schedule. (GRS 1-18)	Destroy 1 year after separation or transfer.
20	(Cancelled)	
21	<u>Classification Records Files.</u> (GRS 1-7a, c)	Destroy when 5 years old.

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
22	<u>Personnel Program Evaluation Inspection Files.</u> Correspondence and reports concerning evaluations of personnel administration by NASA or other Government agencies.	Destroy 5 years after next inspection.
23	<u>Monetary Benefits Files.</u> Documents relating to the origination, implementation, or monitoring of employee benefits, such as Group Life Insurance and Health Plans, which have a cash value but are not a part of salary wages, or other direct compensation.	Destroy when 5 years old.
24	<u>Outside Employment Files.</u> Documents relating to outside work or services performed by NASA employees in addition to their official duties.	Destroy 3 years after termination of approved employment or 3 years after disapproval of outside employment.
25	<u>Promotion Register Files.</u> Registers or records of job opportunities, application and evaluation statements, and all related papers.	Destroy when 2 years old.
26	<u>Vehicle Operation Files.</u> Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	See NRS 14-9.
27	<u>Equal Opportunity Affirmative Action Plans.</u> Annual plans showing the existing problems related to Equal Opportunity and the plans for improving the situations. (GRS 1-26h)	

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
27	<p>a. <u>Field installation plans to agency-wide Office of EO Programs (OEOB).</u></p> <p>(1) Reporting installation's copy</p> <p>(2) Other offices</p>	<p>Destroy when 2 years old, or when no longer needed, whichever is sooner.</p> <p>Destroy when 2 years old or when no longer needed, whichever is sooner.</p>
	<p>b. <u>OEOB's National Plan.</u></p> <p>(1) OEOB</p> <p>(2) Other offices</p>	<p>Transfer to FARC when 3 years old. PERMANENT. <del>PER RR Plan No. NN 473-14.</del></p> <p>Destroy when 2 years old or when no longer needed, whichever is sooner.</p>
28	<p><u>Quarterly Reports of EO.</u> Narrative reports showing the problems, accomplishments, and other matters relative to the Equal Opportunity Program. (GRS 1-26g)</p> <p>a. <u>Quarterly Reports of EO Programs in U.S. Senate.</u></p>	

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
28	a. (1) OEOP	Transfer to FARC when 7 years old. Destroy 10 years after transfer. <del>Per RR Plan No. NN 473-14.</del>
	(2) Other offices	Destroy when 3 years old or when no longer needed, whichever is sooner.
	b. <u>Field installation reports to agency-wide Office of EO Programs (OEOP).</u>	
	(1) OEOP	Destroy when 2 years old.
	(2) Reporting installation's copy	Destroy when 1 year old or when no longer needed, whichever is sooner.
29	<u>Special Reports on EO.</u> Reports on specific Equal Opportunity programs, such as the status of women, minority groups, and handicapped, e.g., Program Evaluation & Self Evaluations.	Destroy when 3 years old or when no longer needed, whichever is sooner.
	a. <u>Field installation reports to agency-wide Office of EO Programs (OEOP).</u>	

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
29	a. (1) OEOP  (2) Reporting installation's copy  b. <u>OEOP's compiled reports.</u> (1) OEOP  (2) Other offices	Destroy when 1 year old.  Destroy when 1 year old.  Destroy when 3 years old.  Destroy when 1 year old or when no longer needed, whichever is sooner.
30	<u>EO Complaint Files.</u> Case files on complaints under the Equal Employment Opportunity Program, including reports to OEOP and Civil Service Commission concerning complaints. (GRS 1-26a)  a. OEOP  b. Field Installations	Transfer to FARC 60 days after case is closed. Destroy 5 years after transfer.  Destroy 1 year after case is closed.

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
30	c. <u>Special Reports on EO.</u> Reports on specific Equal Opportunity programs, such as the status of women, minority groups, and mentally handicapped, e.g., Self Evaluation Report and Program Evaluations.	Destroy when 3 years old or when no longer needed, whichever is sooner.
31	<u>Housing Application Files.</u> Applications for, and certificates of eligibility for housing of essential employees, and all related documents.	Destroy 5 years after the issuance of each certificate.
32	<u>Contract Training Files.</u> Copies of contracts, correspondence, approvals, waivers, and all documents relating to NASA employees training under contracts. (GRS 1-30c)	Destroy 3 years after completion of contract.
33	<u>Non-Contract Training Files.</u> Applications, acceptances, and all other documents relating to non-contract training of NASA employees. (GRS 1-30b)	Destroy when 3 years old.
34	<u>Cooperative Training Files.</u> Case files by trainee showing history of training and all related documents. (GRS 1-30b)	Destroy 3 years after trainee ceases training.
35	<u>Training Agreement Files.</u> Agreements between CSC and NASA pertaining to training, training standards and all related documents. (GRS 1-30b)	Destroy 3 years after termination of agreement.
36	<u>Training Reports Files.</u> Reports from field installation to NASA Headquarters concerning training, and all related papers. (GRS 1-30b)	

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
36	a. Headquarters.	Destroy when 2 years old.
	b. Field Installations.	Destroy when 3 years old.
37	<u>Headquarters Training Reports Files.</u> Reports compiled from information received from installations (Item 36 of Schedule). (GRS 1-30b)	
	a. Headquarters' copy	Destroy when 5 years old.
	b. Other copies	Destroy when no longer needed for reference.
38	<u>Technical Training Files.</u> Case files on NASA personnel participating in technical training programs, such as soldering and optics.	Destroy 5 years after employee discontinues
39	<u>Training Aids Files.</u> All training aids, either published or unpublished, used in instructing NASA training courses. (GRS 1-30)	
	a. Field Installations.	
	(1) Training aids to courses that are significant or unique to the installation.	Transfer to FARC when superseded, obsolete, or no longer used. PERMANENT. <del>Per RR</del> <del>Plan No. NN 473-14.</del>

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
39	<p>a. (2) Other training aids</p> <p>b. Headquarters (training office)</p> <p>(1) Training aids to courses that are significant or unique to NASA or to Headquarters.</p> <p>(2) Other training aids</p>	<p>Destroy when superseded or obsolete.</p> <p>Transfer to FARC when superseded, obsolete, or no longer used. PERMANENT. <del>Per RR Plan No. NN-473-14.</del></p> <p>Destroy when superseded or obsolete.</p>
40	<p><u>Training Announcements Files.</u> Correspondence, announcements and other documents relating to training but not a part of a separate case file. (GRS 1-30d)</p> <p>a. Office responsible for announcements will maintain one record copy of each announcement.</p> <p>b. Other copies</p>	<p>Transfer to FARC when 1 year old. PERMANENT. <del>Per RR Plan No. NN-473-14.</del></p> <p>Destroy when superseded, obsolete, or no longer needed.</p>
41	<p><u>Employment and Financial Interests Files.</u> Statements of employment and financial interests, forms generated under the Proxmire amendment, and related papers. (GRS 1-25)</p>	<p>Destroy 2 years after employee leaves a position in which</p>

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
41	Employment reports required by the Proxmire amendment (Section 7 of Public Law 91-303) and related documentation.	a statement is required, or 2 years after the employee leaves NASA, whichever is earlier.
42	<u>Employee's Grievance Record File</u> : Copy of decisions rendered, including records of grievance committee; copy of any review decision and correspondence pertaining thereto and any other material pertaining to the case, except record copies of official documents affecting personnel actions in connection with the case. (GRS 1-31)	Destroy 3 years after case is closed.
43	<u>Employees Appeal Record File</u> . Copy of decisions rendered, review decisions, and related correspondence and other documentation, except record copies of official documents affecting personnel actions. (GRS 1-31)	Destroy 6 years after case is closed.
44	<u>Labor-Management Relations Files</u> : Case Files, including unfair labor practice matters, elections, representation matters, and case considerations with local and national labor organizations, the Labor Management Relations Council, Assistant Secretary of Labor for Labor-Management Relations, Federal Mediation and Conciliation Service, Federal Impasses Panel, and Civil Service Commission. (GRS 1-29)	Retain file for each separate case 5 years after the case is closed. Destroy.
45	<u>Repromotion Consideration Files</u> : Applications and correspondence to and from repromotion eligibles.	Destroy after repromotion is accomplished.

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
46	<u>Reemployment Priority Files</u> : Applications, exceptions and correspondence.	Destroy 2 years after registration.
47	<u>NASA Outplacement Program Files</u> : Applications, resumes, vacancy announcements, and related correspondence.	Destroy 2 years after registration.
48	<u>Executive Position Files</u> : Records on individuals in and considered for excepted positions which are filled by the Administrator. Correspondence and records on GS-16 positions and individuals in and considered for GS-16 positions. Actions by the Administrator in filling excepted positions. Minutes of GS-16, Excepted and PL 313 positions and individuals. Related policy and general correspondence.	Transfer to FARC when 2 years old. PERMANENT. <del>Per RR Plan No. NN 473 14.</del>
49	<u>NASA-CSC Executive Assignment Files</u> : SF 161 on each NASA employee GS-15 or over together with additional information gleaned from newspapers, house organs, etc. Also, in some cases, security and confidential information.	Destroy 3 years after separation.
50	<u>NASA Special Employment Program Files</u> : Applications and correspondence for student aids, summer employees and co-ops. (GRS 1-3)	Destroy when 2 years old.
51	<u>Public Service Careers Employees Files</u> :	
	a. On Individuals: School evaluations, supervisory evaluations and test scores.	Destroy when 3 years old.
	b. On Programs: Correspondence with Civil Service Commission, Department of Labor, Southwest Training Center, etc. (GRS 1-3)	Destroy when 3 years old.

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
52	<u>Personnel Counseling Records:</u> a. Counseling files. Reports of interviews, analyses and related records.	Destroy 3 years after termination of counseling.
	b. Alcohol and Drug Abuse Program. Records created in planning, coordinating and directing an alcohol and drug abuse program. (GRS 1-27)	Destroy when 3 years old.
53	<u>Standards of Conduct Files:</u> Correspondence, memoranda and other records relating to codes of ethics and standards of conduct. (GRS 1-28)	Destroy when obsolete or superseded.
54	<u>Adverse Action Files (5 CFR 752).</u> Case Files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand. (GRS 1-31b)	Destroy 4 years after case is closed.

NASA Records Schedule 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
55	<u>Individual Accident Reports Files:</u> Copies of reports of individual accidents involving injury such as Department of Labor forms CA-1 and 2, CA-8, CA-16, and CA-20 (originals sent to the Department of Labor and one copy placed in employees official personnel folder) and similar installation forms. (GRS 1-21)	Destroy 6 years after last entry.
56	<u>Military Service Records:</u> Material documenting employee's military service, filed on right side of official personnel file.	See NRS - 15-1.

## NASA RECORDS SCHEDULE 16: PRINTING, DUPLICATING, AND DISTRIBUTION RECORDS

The records described in this schedule pertain to the management and operation of NASA printing, duplicating, and reproduction functions. They are created and accumulated by organizations that have management control or formulate and prescribe printing, duplicating, or distribution policies and procedures, and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Requisitions on the Public Printer.</u> Requisitions on the Public Printer and all supporting papers. (See Schedule 17 regarding records relating to contracted printing and duplicating jobs):	
	a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	Destroy when 3 years old.
	b. Accounting copy of requisition, Government Printing Office invoice, transfer of funds voucher, and receiving report. (GRS 3-7)	Destroy when 3 years after period covered by related account.
2	<u>Job Records.</u> Job records and all related papers pertaining to printing, duplicating, and distribution jobs in-house:	
	a. Files pertaining to the accomplishment of the job, containing the requisition and all related papers. (GRS 13-3)	Destroy when 1 year old.
	b. Files pertaining to planning, standards, cost and related technical matters. (GRS 13-7)	Destroy when 2 years old.

NASA Records Schedule 16--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	<u>Control Registers.</u> Control registers pertaining to requisitions and work orders. (GRS 13-4)	Destroy when 1 year old.
4	<u>Reports to the Congress.</u>	
	a. Agency reports to the Joint Committee on Printing regarding operation of "Printing Plants," procurement of commercial printing and inventories of printing plant equipment. (GRS 13-6)	Destroy when 3 years old.
	b. Installation copies of the above reports and related work papers.	Destroy 1 year after date of report.
5	<u>JCP Authorizations.</u> Correspondence and authorizations by the Joint Committee on Printing and related papers.	
	a. Establishment, relocation, and diestablishment of printing plants.	Transfer to FARC when inactive. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
	b. Acquisition, transfer, and disposal of equipment.	Destroy 2 years after disposal of the equipment item.
	c. Other (e.g., inclusion of printing in contracts or grants).	Destroy when 5 years old.

NASA Records Schedule 16--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	<u>Mailing or Distribution Lists.</u>	
	a. Correspondence, request forms, and other records relating to changes in mailing lists. (GRS 13-5)	Destroy 3 months after revision.
	b. Card Lists.	Destroy individual cards when canceled or revised.
	c. Plate or stencil lists.	Destroy when canceled or revised.
7	<u>Office Copying Equipment Files.</u>	
	a. Procurement requests, justifications, approvals or disapprovals, whether purchase or rental equipment (except equipment in printing, duplicating, or reproduction facilities).	Destroy 2 years after acquisition of equipment or after disapproval.
	b. Daily production records.	Destroy 90 days after inclusion of data in monthly (or other consolidated) reports.
	c. Production records or reports (other than daily), cost records (including repairs, maintenance, supplies, operating labor, depreciation) and studies.	Destroy when 2 years old. (If records are kept separately for each machine, destroy when machine is disposed of or transfer with machine).

NASA RECORDS SCHEDULE 17: PROCUREMENT AND SUPPLY RECORDS

The records described in this schedule pertain to the management and operation of NASA procurement, contracting, and supply functions. They are created and accumulated by organizations that have management control or formulate and prescribe procurement and supply policies and procedures, and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Contracts, Research Grants, Training Grants, Facilities Grants, Purchase Orders, Requisitions, and Lease Records:</u> Case files, including correspondence and related papers pertaining to award and administration.	
	a. Procuring or purchasing organization copy:	
	(1) Transactions of more than \$10,000. (GRS 3-4)	
	a. Long term multi-year contracts and sub contracts thereunder. (GRS 3-5)	Transfer to FARC 2 years after final payment. Destroy 6 years, 3 months after final payment.
	b. Other case files.	Transfer to FARC 2 years after final payment. Destroy 6 years, 3 months after final payment.
	(2) Transactions of \$10,000 or less.	Destroy 3 years after year in which final payment was made.

NASA Records Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	a. (2) a. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy 1 year after completion of contract or when no longer needed, whichever is sooner.
2	<u>Procurement Register Files</u> : Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, leases, grants, or similar instruments. (GRS 3-#)	Destroy when 6 years old. or when superseded/obsolete, whichever is sooner.
3	<u>Contract Termination Report Files</u> : Reports and correspondence pertaining to status of contract or grant termination. (GRS 3-15)	Destroy when 3 years old or with related contract file, whichever is appropriate.
4	<u>Contract Deviation Files</u> : Requests, approvals and disapprovals of deviations from standard contract or grant forms and clauses.  a. Headquarters.  b. Contract office.	Destroy when no longer needed.  Destroy with related contract file.
5	<u>Unsuccessful and Rejected Bids on Contracts or Negotiated Procurements</u> . (GRS 3-6)	Destroy with related contract file, or when 3 years old if maintained separately.

NASA Records Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	<u>Bid and Award Protest Files</u> : Correspondence and reports regarding protests on bids and awards. (GRS 3-6) a. Headquarters Files. b. Field office Files.	See Item 1 in NRS 17.  Destroy with related contract file.
7	<u>Debarred and Suspended Bidder Lists Files</u> . (GRS 3-6)	Destroy when obsolete or superseded.
8	<u>Acceptable Bidders Lists Files</u> . (GRS 3-6)	Destroy when superseded, obsolete, or no longer needed.
9	<u>Allotment Case Files</u> : Documents used to control and account for controlled materials.	Destroy when 5 years old.
10	<u>Procurement Action Report Files</u> : Documents relating to the reporting system designed to provide statistics concerning placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semiannual, consolidated, and summary reports, and related correspondence. (GRS 3-15)	Destroy when 2 years old.
11	<u>Defense Material System Instruction Files</u> : Documents providing direction and guidance for the NASA program	Destroy when 2 years old, or on supersession

NASA Records Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
11	designed to control materials designated as critical by the Defense Materials System. Included are basic directives, procedures, coordination actions, studies, interpretations, and documents containing factoring data embodied in weight information, engineering estimates, and bills of materials.	or obsolescence, as applicable.
12	<u>Allocation Files</u> : Documents reflecting the distribution of controlled materials from DOD to NASA Headquarters, and further allocations within NASA to allotting agencies. Included are documents indicating material requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, and similar data. (GRS 3-15)	Destroy when 5 years old.
13	<u>Priority Rating Case Files</u> : Documents used in establishing the priority use of controlled materials by contractors.	Destroy when 3 years old.
14	<u>Controlled Material Report Files</u> : Reports on allotments, unused balances and related matters.	
	a. Office of primary responsibility.	Transfer to FARC when 2 years old. Destroy when 5 years old.
	b. Other offices.	Destroy when 2 years old.
15	<u>DMS Audit Files</u> : Audit reports and related papers pertaining to the Defense Materials System.	

NASA Records Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
15	a. Office of primary responsibility.	Destroy when 3 years old.
	b. Other offices.	Destroy when 2 years old.
16	<u>Controlled Materials Accounting Files:</u> Ledgers and similar documents used to control and account for controlled materials.	
	a. Office of primary responsibility.	Transfer to FARC 2 years. Destroy 5 years.
	b. Other offices.	Destroy when 2 years old.
17	<u>Special Priorities Assistance Files:</u> Documents used in requesting, coordinating, and granting priorities.	
	a. Office of primary responsibility.	Transfer to FARC when 2 years old. Destroy when 10 years old.
	b. Other offices.	Destroy when 2 years old.
18	<u>Surveys of Evaluations:</u> Case files on surveys of evaluations made by NASA procurement offices. (GRS 3-4)	Destroy 6 years after final payment.

NASA Records Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
19	<u>Requisition on the Public Printer:</u>	See NRS 16-1.
20	<u>Requisitions for Non-Personal Services:</u> Requisitions for janitorial, guards, and other services (excluding records associated with accountable officers accounts in NRS 2). (GRS 3-8)	Destroy when 1 year old.
21	<u>Requisitions for Supplies and Equipment from Current Inventory.</u> (GRS 3-9)	See NRS 16-1.
	a. Stockroom copy.	Destroy 2 years after Fiscal Year in which completed or canceled, or 3 months after information has been converted to ADP system.
	b. Other copies.	Destroy 6 months after completion or cancellation.
22	<u>Returnable Container Files:</u> Documents reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping documents, reports, or similar documents.	Destroy 1 year after return of container or purchase of container, whichever is applicable.
23	<u>Inventory and Adjustment Files:</u> Documents maintained for recording the circumstances concerning the loss, unserviceability, or destruction of Government property, and	Destroy when 2 years old.

NASA Records Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
23	as an aid in determining questions of pecuniary or other responsibility for the absence or condition of articles. Included are inventory adjustment reports, reports of survey, similar documents, and related correspondence. (GRS 3-10)	
24	<u>Locator Record Files:</u> Locator sheets, cards, tags, such as space control sheets, location sheets, location cards, bin tags, and other papers utilized as a check or inventory of stock location. (GRS 3-10)	Destroy when 2 years old.
25	<u>Report of Survey Files:</u> Documents maintained for the purpose of review of circumstances concerning the loss, unserviceability, or destruction of Government property or funds, and for determination of the question of pecuniary or other responsibilities.  a. Files involving pecuniary liability.  b. Other files.	Destroy when 7 years old.  Destroy after 1 year.
26	<u>Communication Statements and Toll Slips:</u>	See NRS 10-14.
27	<u>Small Business Information Files:</u> Documents relating to communications or discussions providing small business concerns with information about NASA requirements for the participation of small business concerns in the NASA procurement program. (GRS 3-3)	Destroy when 2 years old.

NASA Records Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
28	<u>Small Business Program Survey Files:</u> Documents relating to surveys to analyze the effectiveness of the small business program. (GRS 3-3)	Destroy when 2 years old.
29	<u>Small Business Qualifications Files:</u> Case files relating to the productive capacity, credit, resources, and similar data about small business concerns to provide information about the availability of additional small business sources to meet current or anticipated requirements of the procurement program.	Destroy when superseded or obsolete.
30	<u>Competency Certificates Files:</u> Copies of the certificates, communications, concerning the capacity credit of specific small business concerns.	Dispose of in accordance with related contract.
31	<u>Small Business Reports Files:</u> Reports received by small business advisors from NASA Procurement offices and from contractors regarding the small business procurement program.	Destroy when 2 years old.
32	<u>Qualification List Files:</u> Lists of businesses determined to be qualified to participate in the small business program and related documents.	Destroy when superseded or obsolete.
33	<u>Item Pricing Files:</u> Documents used in determining standard prices for use in obtaining improved pricing on purchases and accounting for the sale and issue of items.	Destroy when obsolete or no longer needed for reference.

NASA Records Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
34	<u>Cost and Price Analysis Files:</u> Cost and price analysis reports, financial data, audit reports and all other supporting papers relating to a contract.	Dispose of in accordance with related contract. (See Item 1 of this Schedule).
35	<u>Tax Exemption Files:</u> Documents relating to the issue of tax exemption certificates which indicate proof of exemption of taxes excluded from the contract price under procurement regulations. (GRS 3-13)	Destroy when 3 years old, or with related contract file, whichever is appropriate.
36	<u>Industrial Equal Employment Files:</u> Documents relating to compliance reviews, complaints, special visits, and other such papers pertaining to the compliance with the nondiscrimination in employment contract clauses.	Dispose of in accordance with related contract file.
37	<u>Facilities Grants Files:</u> Drawings and specifications for facilities grants.	
	a. Headquarters Files.	Transfer to FARC when 1 year old after final payment. Destroy 10 years after transfer.
	b. Other offices.	Destroy when no longer needed.
38	<u>Source Evaluation Board Files:</u> Records and correspondence concerning the competitive solicitation, evaluation, and selection of a contractor to perform a major negotiated contract, including designation	Maintain as an integral unit. Transfer and destroy with the related contract file (see

NASA Records Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
38	of board members, rules for board operations, committee appointments, minutes of all committee and board meetings; records on the evaluation process, criteria, specifications; bidder proposals, and reports of committee actions and findings, including backup material, and final SEB report to the Administrator.	Item 17-1a(1)).
39	<u>Status Reports on Prime and Subcontract Awards:</u> Machine reports (ADP printouts) on NASA prime and subcontract awards; listings of active contracts by installation, by contractor, by place of performance, by project, including monthly and quarterly summaries, monthly procurement action reports, subcontracts awarded by prime contractors and their first tier subcontractors. (GRS 3-18)	
	a. Headquarters files.	Transfer to FARC 1 year after close of fiscal year to which records pertain.
	b. Field offices.	Destroy when 1 year old.
40	<u>Contractor's Payroll Files:</u> Copies of payroll submitted by construction contractors for use in determining compliance with labor laws, acts, and decisions. (GRS 3-12)	Destroy 7 years after final payment of related contract.
41	<u>Inter-service Inspection Files:</u> Documents relating to the performance of inspection services for other procuring activities, such as audit reports, etc.	Dispose of in accordance with related contract.

NASA Records Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
42	<u>Basic Agreement Files:</u> Basic agreements are made with individual contractors to set forth the negotiated contract clauses which shall be applicable to future contracts of a specified type entered into between the contractor and NASA during the term of the basic agreements. All basic agreements, current and active, or canceled or superseded for any one contractor, shall be filed together.	Transfer file to FARC 2 years after final payment on the last NASA contract performed by the applicable contractor. Destroy 4 years after transfer. (Headquarters files: Destroy 2 years after expiration of Basic Agreement.)
43	<u>Mechanized Property and Supply Records (Transaction Register):</u> Mechanized Register reflecting stock items having activity during period covered by the register. This register is an audit trail of stock items and includes transactions such as the following: Transactions establishing new items, receipts, issues due-in's, due-out's, inventory adjustments, etc.	Destroy when 2 years old.
44	<u>Contractor EEO Reports Files:</u> Contract compliance reviews of contractors and Affirmative Actions plans of contractors and Equal Employment Opportunity (EEO-1) reports. (GRS 1-26d(1))	Destroy when 7 years old.
45	<u>Defense Industrial Plant Equipment Center (DIPEC) Loan Agreements:</u> Listings of tools or test equipment on loan from DIPEC to NASA contractor or NASA installation.	Destroy 1 year after completion of loan.

NASA Records Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
46	<u>Procurement Management Survey Files.</u> Correspondence and reports concerning surveys of procurement management by NASA Headquarters. (GRS 3-5)	
	a. Field installations and offices.	Destroy when 2 years old.
	b. Headquarters Procurement Office.	Destroy when 1 year old.
47	<u>Board of Contract Appeal's Case Files.</u> Records of appeals of NASA contractors under the disputes clause of a NASA contract, including findings and final decisions of NASA contracting officers, pleadings, transcripts of hearings, briefs, exhibits and related correspondence, memoranda, working papers, and Board decisions.	
	a. Cases in which the appeal was withdrawn or settled.	Transfer to FARC 2 years after the year in which appeal was withdrawn or settled. Destroy when 5 years old.
	b. Cases in which Board rendered a decision.	Transfer to FARC 6 years after year in which decision was rendered. Destroy when 9 years old.

NASA RECORDS SCHEDULE 18: REAL PROPERTY AND FACILITIES MANAGEMENT RECORDS

The records described in this schedule pertain to NASA Real Property and Facilities management functions. They are created and accumulated by organizations that have management control or formulate and prescribe real or personal property or facilities management policies and procedures and by activities and offices applying these procedures. The Schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<p><u>Real Property Records Furnished to Disposal Agency. Installation or Facility Records</u> consisting of: (GRS 4-7)</p> <p>Title documents, including deeds, certificates of title, abstracts of title, accepted offer to sell, tract descriptions, certificates of inspection and possession, payment and closing sheets, tax collector certificates; legal documents resulting from Government condemnation actions; deeds and other papers documenting Government easement interest; transfer and acceptance documents; leases, licenses, permits and agreements which will continue in effect after NASA jurisdiction of real property terminates; maps and drawings pertaining to installation or facility; and installation brochures and copies of historical data of interest to recipient of an installation or facility.</p>	<p>*Director of Facilities (HQ.) must approve of all NASA disposal (property) actions and initiate Report of Excess to disposal agency or transmit approval to another NASA office who will file Report of Excess. The Office of Facilities either:</p> <p>(a) Transmits its records in this category direct to disposal agency in conjunction with the dispatch of the Report of Excess, or</p> <p>*Name change only.</p>

NASA Records Schedule 18--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

1

(b) Furnishes its record, along with its approval of disposal action, to NASA office filing the report of excess with the disposal agency.

If NASA should act as disposal agency under a delegation from GSA, NASA would transmit pertinent records to receiving agency.

2 Permanent Real Property Records:

- a. Installation or Facility records consisting 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 or facility; industrial facilities data; and real property disposal documents. (GRS 4-7 13.4)
- b. Real Property Reports consisting of the record copies of: Real Property Reports to GSA; inventory reports of Jurisdictional Status of Federal Areas Within States;

NASA Records Schedule 18--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	report of NASA total facilities; report of NASA industrial facilities; and report of in-house facilities.	
	c. Master Plans	
	(1) Installation Files. (Maintain one copy of each revision in historical file.)	Transfer to FARC on discontinuance of installation or facility. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
	(2) Headquarters Files	Destroy when obsolete.
3	<u>Temporary Real Property Records:</u>	
	a. Installation or Facility records consisting of: Center quarterly real property inventory; and Center real property summary reports.	Retain current and previous fiscal year reports. Destroy all others.
	b. 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 others.
	c. <u>Building Space Utilization Reports Files.</u> Annual reports of utilization of all buildings, including numbers of people, areas and purposes for which used (NASA Form 1400, 1400A and 1400B).	Destroy 3 years after date of submission to Headquarters.

NASA Records Schedule 18--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	<u>Real Property Studies.</u> Studies relating to real property together with background papers showing inception, scope, and accomplishments.	
	a. Selected studies that are considered unique in character.	Transfer to FARC when no longer needed for reference. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
	b. Routine studies of a temporary nature.	Destroy when no longer needed for reference.
5	<u>Surplus Personal Property Disposal.</u> Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those turned over to receiver). (GRS 4-6)	
	a. Transactions subsequent to fiscal year 1974, of of \$10,000 or less; and transactions prior to fiscal year 1974, of \$2,500 or less.	Transfer to FARC after final payment. Destroy 3 years after final payment.
	b. Transactions subsequent to July 25, 1974, of more than \$10,000; and transactions prior to July 26, 1974, of more than \$2,500; excluding those under Item c. below.	Transfer to FARC after final payment. Destroy 6 years after final payment.

NASA Records Schedule 18--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
5	c. Selected files that are unique in character relating to transactions over \$25,000.	Transfer to FARC after final payment. PERMANENT. <del>Per RR Plan No. NN 473-14.</del>
6	<u>Excess Personal Property Reports.</u> Copies of reports to GSA regarding excess personal property. (GRS 4-5)	Destroy when 3 years old.
7	<u>Capitalized Equipment Register.</u> Register showing serial or inventory number of all capitalized equipment currently used or in storage at the installation.	Destroy on discontinuance of installation.
8	<u>Surplus Property Donations Files.</u> Case files on surplus property donated to Health, Education and Welfare, including pertinent HEW forms, shipping documents and related correspondence. (GRS 4-2)	Destroy when 3 years old.
9	<u>Preliminary Engineering Report.</u> Report showing the preliminary design of proposed construction projects. Includes design criteria, trade-off studies, and estimate of cost. (GRS 22-1)	
	a. Authorized projects.	Transfer to FARC 2 years after physical completion of project. Destroy 5 years after transfer.

NASA Records Schedule 18--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
9	b. Unauthorized projects (Installation Files).	Transfer to FARC when no longer needed for reference. PERMANENT.
	c. Unauthorized projects (Headquarters Files).	Destroy when facility is no longer under active consideration.
10	<u>Facilities Project Case Files.</u> Documents relating to project requests, including approval, establishing funds, schedules of accomplishments, progress, payments, and the finalization.	
	a. Record file copy at Headquarters.	Transfer to FARC 2 years after physical completion of project. BOD.
	b. Office of origin record copy (Installation).	Destroy 5 years after transfer.
	c. All other copies.	Destroy when 1 year old or when no longer needed, whichever is first.
11	<u>Installation Facilities Files.</u> 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,	Transfer to FARC 2 years after disposal of property. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>

NASA Records Schedule 18--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
11	additions, betterments, and removals made to property, and all other pertinent information. (GRS 22-2, 3, 4)	
12	<u>Air and Water Pollution Reports.</u> Reports concerning the prevention control, and abatement of air and water pollution at facilities.	
	a. Installation report to Headquarters:	
	(1) Reporting Installation copy.	Destroy when 5 years old.
	(2) Headquarters copy.	Transfer to FARC when 3 years old. Destroy 5 years after transfer.
	b. Reports compiled by Headquarters from the installation reports:	
	(1) Headquarters copy.	Transfer to FARC when 3 years old. Destroy 5 years after transfer.
	(2) Installation copy.	Destroy when 5 years old, or when no longer needed for reference, whichever is earlier.
13	<u>Utility Maintenance Plan.</u> Documents showing maintenance performed and required on utility systems and plants.	Destroy 3 years after discontinuance of system.

NASA Records Schedule 18--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
14	<u>Utility Operating Log Files.</u> Logs showing operations of utilities, including temperature, humidity, pressure, and other such readings.	Destroy when 3 years old, or on discontinuance of system, whichever is first.
15	<u>Repair and Utility Work Order Files.</u> Requests for repairs and orders, including correspondence, drawings, work sheets, and all related material.  a. Office of primary responsibility.  b. Other copies, excluding fiscal.	Destroy when 3 years old.  Destroy on completion of work.
16	<u>Public Reactions to Establishment of Major Projects Files.</u> Correspondence with citizens, including municipal officials, 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 1 year after selection of site or abandonment of site survey or after inception of new program.
17	<u>Finding Aids.</u>  Indexes and other finding aids to design and construction files.	Dispose of in accordance with instructions covering the related design and construction records.

NASA Records Schedule 18--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
18	<u>Microform Files.</u> Microform copies of design and construction files.	Offer to NARS when 3 years old.

NASA RECORDS SCHEDULE 19: PUBLIC INFORMATION AND EDUCATION RECORDS

The records described in this schedule pertain to the management and operation of NASA public information functions. They are created and accumulated by organizations that have management control or formulate and prescribe public information or education policies and procedures, and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>News Media Files.</u> Published or processed documents, such as "Press Kits", "Fact Sheets", "Current News", and all other materials used mainly for news media. (GRS 14-1)	Transfer to FARC 1 year after release or completion. PERMANENT. <del>Per RR Plan No. NN 473-14.</del> Offer to NARS when 15 years old.
	a. Office of origin will maintain one record copy of each document.	
	b. Other copies.	Destroy when no longer needed for reference.
2	<u>Speech Files.</u> Official speeches by NASA Administrator, the Deputy and Associate Administrators, and NASA Center Directors and Assistant Directors.	Transfer to FARC 3 years after release or delivery. PERMANENT. <del>Per RR Plan No. NN 473-14.</del> Offer
	a. Office of origin will maintain one record copy of each speech.	

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	a.	to NARS when 10 years old.
	b. All other speeches.	Destroy when no longer needed for reference.
	c. Other copies.	Destroy when no longer needed for reference.
3	<u>Script Files.</u> Official film, radio, and television scripts.	
	a. Office of origin will maintain one record copy of each script.	Transfer to FARC 3 years after release or delivery. PERMANENT. <del>Per RR Plan No. NN 473-14.</del> Offer to NARS when 5 years old.
	b. Other copies.	Destroy when no longer needed for reference.
4	<u>Events Calendar Files.</u> Calendar showing when and where special events concerning NASA take place, such as speeches, exhibits, conferences, and other major events. (GRS 14-1)	
	a. Headquarters.	Transfer to FARC when 5 years old. PERMANENT. <del>Per RR Plan No. NN 473-14.</del>

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	b. Other offices.	Destroy when superseded, obsolete, or no longer needed for reference.
5	<u>Information Service Reports Files</u> . Routine requests for exhibits, speakers, tours, and personal appearances by NASA officials and astronauts. (GRS 14-3)	Destroy when 5 years old or when no longer needed for reference, whichever is first.
6	<u>Special Projects Case Files</u> . Case files on special projects, such as exhibits for World Fairs and Air Shows, and unique programs as the exhibit for the blind.	Transfer to FARC 5 years after completion of project. PERMANENT. <del>Per RR Plan No. NN 473-14.</del>
7	<u>Spacemobile Files</u> . Files of Spacemobile Operations, schedules, attendance, contract files.	Transfer to FARC when 5 years old.
8	<u>Statistical Reports Files</u> . Statistics regarding public affairs activities of field installations for use in compiling semi-annual report, including statistics regarding dissemination of publications and number of publications in stock.	
	a. Headquarters.	Destroy when 2 years old.
	b. Field installations.	Destroy when 1 year old.

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
9	<u>Teacher Workshop Files.</u> Files of Teacher Workshops showing number of seminars, location, attendance, and brief outlines of programs.	Transfer to FARC when 5 years old or when no longer needed for reference.
10	<u>Publications, Exhibits and Films Files.</u> Case files on publications, exhibits and films, including approval documents and all related papers.	Transfer to FARC 3 years after completion of project or when no longer needed for reference. PERMANENT. <del>Per RR Plan No. NN 473-14.</del> Offer to NARS when 5 years old.
11	<u>Audience Report Forms.</u>	Destroy when 2 years old.
12	<u>Film Control Forms.</u>	Destroy when 2 years old.
13	<u>Master Log of Films.</u>	Transfer to FARC or National Archives 1 year after all the films contained in the log have been retired to FARC or otherwise disposed of.

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
14	<u>Library Cards of Film.</u>	Retain for the life of the film in the library. Destroy when film is removed from library.
15	<u>Still Pictures Files.</u> Photographs and slides used for the visual presentation of information to the public.  a. Headquarters will maintain one record copy of all titled and official NASA photographs and slides released to the public.  b. The installation originating the photograph or slide will retain the negative and one print of each of its serially numbered NASA photographs.	Transfer to FARC when 3 years old. Offer to the Director of the Smithsonian Institution and the Space Museum 17 years later. Destroy remaining material not wanted.  Transfer to FARC or the National Archives when inactive. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
16	<u>Motion Picture Film.</u> Motion picture film used for the visual presentation of information to the public.  a. Installation of origin.	Installation of origin may retain original materials for a period not exceeding 1 year

NASA Records Schedule 19--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

16

a.

after processing. The materials including camera originals, work prints, out-takes, master positives, duplicating or color inter-negatives and accompanying sound tracks, and one release print of each current production, along with complete identifying information, will then be prepared for transfer. However, prior to shipment, the character of the materials will be discussed with NASA Hdqs (Code LFB-9) to determine whether the shipment will be directed to:

- (1) NASA Central Motion  
Picture Film Depository  
1411 Fern Street  
Arlington, VA 22202  
or

NASA Records Schedule 19--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

16 a.

(2) Washington National  
Records Center  
4205 Suitland Road  
Washington, DC 20409

Note: Any shipments made  
direct to (2) above,  
must include the send-  
ing of copies of the  
SF 135 to NASA Hdqs,  
Attn: LFB-9 and to  
Code NHS-20.

Originating activities may  
dispose of the following  
motion pictures film foot-  
age:

- (1) Extra copies (master  
positives, duplicate  
negatives or prints)  
of original material  
which has been for-  
warded to the Deposi-  
tory;
- (2) Original motion pic-  
ture film footage  
which is unusable  
because of inferior  
quality;

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
16	a.	(3) Copies of motion pictures which were made by other agencies and which are no longer useful or do not pertain to NASA activities.
	b. Headquarters.	Transfer to Washington National Records Center 5 years after receipt by Central Motion Picture Film Depository or when no longer needed, preprint materials, including camera originals, work prints, out-takes, master positives, duplicating or color internegatives and accompanying sound tracks, and one release print of each current production and all identifying information.
	c. Library copies.	Destroy when film becomes inactive or damaged.

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
17	<u>Foreign National Visitors Files.</u> Documents relating to the visits of foreign nationals, including authorizations, security clearances, itineraries, correspondence, and reports.	Destroy 2 years after termination of visit.
18	(Canceled)	
19	<u>Community Relations Files.</u>	
	a. Documentation showing the development, maintenance, and improvement of relations between NASA and the community.	Transfer to FARC when 5 years old. PER-MANENT. <del>Per RR Plan No. NN 473-14.</del>
	b. Records relating to speeches, tours, personal appearances, and other such routine.	Destroy when 2 years old.
20	<u>Visitor Opinion Cards File.</u> Forms completed by visitors to field installations showing their opinion of the facilities, etc. (GRS 14-7)	Destroy when 3 months old.
21	<u>Requests for Information Files.</u> Requests for information and replies involving no administrative action, no new decisions by NASA, and no original development of special data. (GRS 14-3)	Destroy when 3 months old or when no longer needed whichever is sooner.
22	<u>VIC Operational Records:</u> Documents relating to planning, coordinating, developing (both short term and long term), operating and maintaining all aspects of the KSC Visitors Information Center and associated NASA tours and includes Public Affairs Program Content Files (e.g., lecture	Transfer file to FARC 2 years after final audit has been made on the last NASA concession agreement

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
22	material, tour commentaries, and data relating to exhibits, displays and artifacts). Records serve to develop and support contract technical management requirements.	(contract) performed by the applicable concessionaire (contractor). Destroy 6 years after final audit.
23	<u>Indexes and Check Lists.</u>  Bibliographies, check lists, and indexes of agency publications and releases, except those used as indexes to formal informational releases (see Item 1). (GRS 14-8)	Destroy when superseded or obsolete.
24	<u>Freedom of Information Act (FOIA) Requests Files.</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof. (GRS 14-16)  a. Correspondence and supporting documents ( <u>EXCLUDING</u> the official file copy of the records requested if filed herein).  (1) Granting access to all the requested records.  (2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	Destroy 2 years after date of reply.

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
24	a. (2) (a) Request <u>not</u> appealed.	Destroy 2 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 25.
	(3) Denying access to all or part of the records requested.	
	(a) Request <u>not</u> appealed.	Destroy 5 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 25.
	b. Official file copy of requested records.	Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.
25	<u>FOIA Appeals Files.</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof. (GRS 14-17)	

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
25	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein).	Destroy 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.
	b. Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related record, or with the related FOIA requests, whichever is later.
26	<u>FOIA Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requestor. (GRS 14-18)	
	a. Registers or listing.	Destroy 5 years after date of last entry.
	b. Other files.	Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
27	<u>FOIA Reports Files.</u> Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Congress. (GRS 14-19)	
	a. Annual reports at departmental or agency level.	PERMANENT. Offer to NARS with related agency records approved for permanent retention in agency records control schedule or when 15 years old, whichever is sooner.
	b. Other reports.	Destroy when 2 years old or sooner if no longer needed for administrative use.
28	<u>FOIA Administrative Files.</u> Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records. (GRS 14-20)	Destroy when 2 years old or sooner if no longer needed for administrative use.
29	<u>Privacy Act Requests Files.</u> Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof. (GRS 14-25)	

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
29	a. Correspondence and supporting documents ( <u>EXCLUDING</u> the official file copy of the records requested if filed herein).	
	(1) Granting access to all the requested records.	Destroy 2 years after date of reply.
	(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
	(a) Requests <u>not</u> appealed.	Destroy 2 years after date of reply.
	(b) Requests appealed.	Destroy as authorized under Item 30.
	(3) Denying access to all or part of the records requested.	
	(a) Requests <u>not</u> appealed.	Destroy 5 years after date of reply.
	(b) Requests appealed.	Destroy as authorized under Item 30.
	b. Official file copy of requested records.	Dispose of in accordance with approved agency disposition

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
29	b.	instructions for the related records, or with the related Privacy Act request, whichever is later.
30	<p><u>Privacy Act Amendment Case Files.</u> Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the Individual against the refusing agency as provided under 5 U.S.C. 552a(g). (GRS 14-26)</p> <p>a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.</p> <p>b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for</p>	<p>Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.</p> <p>Dispose of in accordance with the approved disposition instructions for the related subject</p>

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
30	b. refusal to amend a record, and related materials.	individual's record; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.
	c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.	Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.
31	<u>Privacy Act Accounting of Disclosure Files.</u> Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable. (GRS 14-27)	Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
32	<u>Privacy Act Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor. (GRS 14-28)	
	a. Registers or listings.	Destroy 5 years after date of last entry.
	b. Other files.	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.
33	<u>Privacy Act Reports Files.</u> Recurring reports and one-time information requirement relating to agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems. (GRS 14-29)	
	a. Annual reports at departmental or agency level.	PERMANENT. Offer to NARS with related agency records approved for permanent retention in agency records control schedule or when 15 years old, whichever is sooner.
	b. Other reports.	Destroy when 2 years old.

NASA Records Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
34	<u>Privacy Act General Administrative Files.</u> Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records. (GRS 14-30)	Destroy when 2 years old or sooner if no longer needed for administrative use.

NASA RECORDS SCHEDULE 20: RELIABILITY AND QUALITY ASSURANCE RECORDS

The records described in this schedule pertain to the management and operation of NASA reliability and quality assurance functions. They are created and accumulated by organizations that have management control or formulate and prescribe policies and procedures regulating reliability and quality assurance matters and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Evaluations Files.</u> Case files on evaluations made by the Headquarters R&QA Office.	Transfer to FARC 1 year after completion of project. Destroy 6 years after completion of project.
2	<u>Procurement Plans Files.</u> Procurement plans with associated R&QA requirements. (This Item cancelled)	(Records previously transferred under this Item may be destroyed.)
3	<u>Parts Program Management Files.</u> Parts program management, discrete and microelectronics parts, and parts data systems.	Transfer to FARC 1 year after completion of project. Destroy 3 years after transfer.
4	<u>Technical Files.</u> Technical files on R&QA contracts issued by office.	Transfer to FARC 1 year after completion of project. Destroy 3 years after transfer.

NASA Records Schedule 20--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
5	<u>Manufacturing Quality Control Files.</u> Documents maintained for detection, prevention, and control of manufacturing defects such as in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers.	Destroy 3 years after completion of final production order for the related component.
6	<u>Inspection and Proof Report Files.</u> Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components. Includes flight data files which have significant technical value.	Destroy 3 years after completion of project or when the related hardware is expended, whichever is later.
7	<u>Unsatisfactory Condition Reports Files.</u> Reports and related documents resulting from unsatisfactory conditions.	Transfer to FARC 1 year after end of project. Destroy 9 years after transfer.
8	<u>Manufacturing Control Files.</u> Work orders, job orders, turn-in slips, estimate sheets, production reports, and other papers relating to the scheduling, dispatch, follow-up and control of items to be manufactured.	Destroy 3 years after completion of related work.
9	<u>Tool Drawing Files.</u> Vellums, original drawings and tracings used in manufacture of individual components, with related records or comparable documents maintained as a record of tool design and to facilitate reference to drawings.	Destroy when superseded or obsolete.

NASA Records Schedule 20--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
10	<u>Shop Planning and Layout Files.</u> Documents reflecting the layout, location and comparable data relative to manufacturing space, machinery, and equipment.	Destroy when superseded or obsolete.
11	<u>R&amp;QA Audits, Surveys, and Reports Files.</u> Documents related to R&QA audits, special studies, status reports, etc. including related correspondence. (Filed by contract.)	Transfer to FARC 2 years after final contract payment. Destroy when 5 years old.
12	<u>Design Engineering Analysis Files.</u> Documents related to design analysis such as failure modes and effects analyses, hazard analysis reports, and reliability analyses.*	Transfer to FARC 2 years after final contract payment. Destroy when 5 years old.
13	<u>Aerospace Hardware Controlled Documentation.</u> Documentation related to the inspection, testing, and acceptance of aerospace hardware. The total history of aerospace hardware is maintained on controlled documentation, such as detailed work documents, discrepancy reports and historical data packages.	Retain in office for 1 year after documents are determined to be inactive by responsible organization. Transfer to FARC and destroy when 5 years old.

\*These are part of the engineering analyses that seek to result in the avoidance of injury to personnel and equipment.

## NASA RECORDS SCHEDULE 21: SAFETY RECORDS

The records described in this schedule pertain to the management and operation of NASA safety functions. They are created and accumulated by organizations that have management control or formulate and prescribe safety policies and procedures and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Safety Standards Files.</u> Documents created in the development of safety standards and practices in developmental and production operations; the safety location, design, layout, and construction of facilities where fuels propellants or other hazardous materials are handled or operations are exposed to ignition hazards; the safe handling, storage, and movement of hazardous materials; and other areas requiring safety standards. The files include recommendations, coordination actions, studies, and other actions taken to establish standards.	
	a. Office developing standards.	Destroy 10 years after obsolete or superseded.
	b. Other offices.	Destroy after obsolete or superseded.
2	<u>Accident Case Files.</u> Correspondence, reports, and all related papers concerning individual accidents occurring at installations.	
	a. Headquarters Files.	Transfer to FARC when inactive. Destroy 10 years after transfer.

NASA Records Schedule 21--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	b. Field Installations Files.	Transfer to FARC when inactive. Destroy 2 years after transfer.
3	<u>Safety Program Reports Files.</u> Statistical reports from field installation regarding injuries and accidents, such as NASA Forms 344 and 345.	
	a. Headquarters.	Transfer to FARC when inactive. Destroy 5 years after transfer.
	b. Field Installations.	Transfer to FARC when inactive. Destroy 2 years after transfer.
4.	<u>Headquarters Safety Reports Files.</u> Statistical reports compiled by Headquarters from reports described in Item 3 of this Schedule.	
	a. Headquarters Files.	Transfer to FARC when 5 years old. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
	b. Field Installations Files.	Transfer to FARC when 2 years old. Destroy 2 years after transfer.

NASA Records Schedule 21--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
5	<u>Individual Accident Reports Files.</u> Copies of reports on individual accidents involving injury, such as Department of Labor Forms CA 1-8 (originals sent to the Department of Labor and one copy placed in employee's official personnel folder) and similar installation forms.	1) Transfer to FARC when 3 years old. Destroy 20 years after transfer.  2) Transfer to FARC when 2 years old. Destroy when 23 years old.
6	<u>Property Safety Files.</u> Safety inspection and maintenance records for all NASA real and personal property.  a. Inspecting office copy.  b. Other copies.	Transfer to FARC when related property is disposed of by NASA. Destroy 5 years after property is disposed of.  Destroy when 2 years old.
7	<u>Protective and Preventive Measures Reports Files.</u> Reports of surveys and inspections of Government-owned facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents.	Transfer to FARC when 2 years old. Destroy when 5 years old.

NASA Records Schedule 21--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
8	<u>Special Permit Files.</u> Requests for permits to operate and handle special type machines and tools controlled by manufacturers.	Destroy on expiration of permit or when superseded.
9	<u>Health Physics and Process Control Data Logs Files.</u> Records include Health Physics Daily Logs, Water Activity Analysis Logs, Geiger-Mueller Analysis Logs, Air Sample Analysis Logs, Daily Routine Health Physics Logs, Background and Efficiency Logs, Portable Survey Instrument Calibration Logs, and Source Movement, Inventory and Leak Test Logs.	Transfer to FARC when 3 years old. Destroy when 5 years old.
10	<u>Shipment of Radioactive Materials Files.</u> Shipping forms and all related records concerning the shipment of radioactive materials.	Destroy when 5 years old.
11	<u>Radioactive Materials License Files.</u> 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 or disapproval of, deviations, documents relating to changes in personnel authorized to receive and handle such materials, and related papers.	Destroy 5 years after expiration or renewal of the license, provided all material procured has been disposed of.
12	<u>Radioactive Materials Inspection and Test Files.</u> Documents relating to the inspection of materials, premises, and facilities where radioactive materials are used or stored and documents pertaining to tests made of such premises, facilities, and radiation detecting or monitoring devices:	

NASA Records Schedule 21--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
12	a. Office of responsibility.	Transfer to FARC when 6 years old. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
13	<u>Radiation Monitoring and Disposal Files.</u> Records maintained . . . . to conform with Atomic Energy Commission regulations regarding radiation monitoring and disposal.	Disposition established by AEC. See 10 C.F.R. 20.401.

NASA RECORDS SCHEDULE 22: TRAVEL AND TRANSPORTATION RECORDS

The records described in this schedule pertain to the management and operation of NASA travel and transportation functions. They are created and accumulated by organizations that have management control or formulate and prescribe policies and procedures regulating travel and transportation operations, and by activities and offices applying these procedures. The schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Passenger Transportation Records Files</u> : Memorandum copies of vouchers (Standard Form 1171a); memorandum copies of transportation requests (Standard Form 1169a); travel authorizations; transportation request registers; and all supporting papers. (GRS 9-3)	
	a. Issuing office memorandum copy.	Destroy when 3 years old.
	b. Other copies.	Destroy when no longer needed.
2	<u>Travel Records Files</u> . Passenger transportation records pertaining to reimbursements to individuals, consisting of copies of travel orders, per diem, vouchers, transportation requests, hotel reservations, and all supporting papers relating to official travel of officers, employees, dependents, or others authorized to travel by law (exclusive of records covered by Item 1). (GRS 9-4)	
	a. Travel administrative unit copies.	Destroy when 3 years old.

NASA Records Schedule 22--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	b. Obligation copies.	Destroy when funds are obligated.
3	<u>Passports Files:</u> Official passports and all related papers.	Return passport to NASA Headquarters when invalid or upon separation or transfer of employee concerned. Destroy related papers 1 year after separation or transfer of employee concerned.
4	<u>Transportation Credit Card Files:</u> Credit cards issued by commercial organizations for reissue to agency personnel for their use while on official travel duty; receipts, registers or other documents relating thereto.	Destroy credit cards and related papers upon receipt of new credit cards.
5	<u>Shipping Records Files.</u> Export certificates, transit certificates, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, bills of lading registers, shortage and demurrage reports, parcel post shipments, and all supporting documents, including files relating to the shipment of household effects. (GRS 9-1)	Destroy when 3 years old.
	a. Issuing office memorandum copy.	

NASA Records Schedule 22--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
5	b. Other copies.	Destroy when 1 year old.
6	<u>Car Seal Record Book Files</u> : Books containing accountable office records of the receipt and disposition of car seals and maintained to facilitate monthly inspection as to whether the seals were properly expended.	Destroy 1 year after date of last entry.
7	<u>Prepaid Outbound Salvage Bill of Lading Files</u> : Documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment. (GRS 9-1)	Destroy when 1 year old.
8	<u>Prepaid Inbound Bill of Lading Files</u> : Documents relating to inbound shipments where freight charges are prepaid by the shipper. Including are receiving documents, commercial bills of lading, freight bills, transit privilege bills of lading cross-reference sheets, similar documents and related correspondence. (GRS 9-1)	Destroy when 2 years old.
9	<u>Damaged or Improper Shipment Files</u> : Documents used for reporting shipments received from NASA agencies, contractors, and other Government agencies in damaged or otherwise unsatisfactory condition because of deficiencies in preservation, packing, packaging, marking, loading, storage, or handling. (GRS 9-2)	Destroy when 2 years old.
10	<u>Carrier Rate Tender Files</u> : Documents relating to solicited or unsolicited tenders of reduced rates and/or tariffs submitted by commercial carriers for the transportation of freight.	Destroy 1 year after rates or tariffs become superseded or rescinded.

NASA Records Schedule 22--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
11	<u>Freight Rate Negotiation Files</u> : Documents relating to negotiations with carriers or carrier's associations on transportation rates, freight classifications, and similar matters.	Destroy when superseded, obsolete, or no longer required for current operations.
12	<u>Motor Carriers' Explosive Operating Authority File</u> : Correspondence and related documents with commercial carriers concerning their facilities and procedures for transporting explosives and other dangerous articles.	Destroy 2 years after authority is superseded or rescinded.
13	<u>Highway Size and Weight Limit Files</u> : Documents relating to individual State requirements regarding size and weight of vehicles permitted to travel their highways.	Destroy 1 year after requirements are superseded or rescinded.
14	<u>Traffic Management Feasibility Studies Files</u> . Reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.	Destroy when study becomes obsolete or is superseded or when 3 years old, whichever is sooner.
15	<u>Highway Movement Permit Files</u> : Documents relating to permits obtained from pertinent State and local authorities for vehicular movements exceeding legal weight or dimension limitations or other legal requirements. Included are permits; documents reflecting such data as type of equipment, gross weight, axle or track loads, height, width, and length; origin and destination of movement; nature of cargo; similar documents and related correspondence.	Destroy 5 years after completion of program.

## NASA RECORDS SCHEDULE 23: TECHNOLOGY UTILIZATION RECORDS

The records described in this schedule pertain to the implementing of NASA Technology Utilization Programs and the publishing of formal series scientific and technical information. The schedule describes the pertinent records categories and specifies the retention period and disposition for each. The dispositions set forth below presuppose that the routine operating procedures of each include sending (1) the contracting officer a copy of all correspondence with the contractor pertaining to contract administration, and (2) the patent counsel copies of reportable items and data and correspondence relevant to innovations and potentially patentable inventions.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>New Technology Files on Contract Administration Clause:</u> Correspondence and documents, including copies of contracts, pertaining to administration of new technology clause in contracts, especially to reporting and processing of innovations required to be reported.	Transfer to FARC 1 year after contract close out. Destroy 10 years after contract close out.
2	<u>New Technology Reports File:</u> These are new technology reports submitted to NASA Offices by in-house personnel or by contractors in accordance with the provisions of the contract's new technology clause.	Transfer to FARC 2 years after received. Destroy when 5 years old.
3	<u>Technical Support Package (TSP) File:</u> Consisting of a collection of technical documentation related to and describing aspects of the innovation reported in a NASA Tech Brief, including reproducible master copy (if any) and exclusive of duplicated copies of TSP.	Transfer to FARC 5 years after publication of the related innovation. Destroy when 10 years old.
4	<u>Dissemination Files:</u> Preliminary, progress, and final reports of publications prepared or issued by contractors operating a Regional Dissemination Center in cooperation with NASA and other contractors assisting the Technology	

NASA Records Schedule 23--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	Utilization Program dissemination efforts, and related correspondence.	
	a. Headquarters Division Offices.	Destroy when 2 years old.
	b. All other offices.	Destroy when 1 year old.
5	<u>Publication Orders, Memoranda, Reports Files:</u> Orders, coordination, and reports between the Technology Utilization Office and the Scientific and Technical Information Branch, relating to the use of STID's services.	Transfer to FARC when 2 years old. Destroy 3 years after transfer.
6	<u>T.U. Clipping Files:</u> File of articles appearing in technical and trade magazines on the NASA T.U. Program, and the transfer of space technology to private industry.	
	a. Headquarters T.U. Offices.	Transfer to FARC when 1 year old. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
	b. All other offices.	Destroy when 1 year old.
7	<u>Scientific and Technical Publications Files:</u> Scientific and technical publications, such as Tech Briefs, Technology Surveys, Technical Reports, Technical Notes, Technical Memorandums, Contractor Reports, Special Publications	

NASA Records Schedule 23--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

7

and STAR (Scientific and Technical Aerospace Reports), International Aerospace Abstracts (IAA), Selected Current Aerospace Notices (SCAN), Limited Scientific and Technical Aerospace Reports (LSTAR).

a. Office of primary responsibility which originated the publication (at an installation):

(1) Microfiche copy: One silver original and one diazo copy.

PERMANENT. Offer to NARS when 5 years old.

(2) Paper copy:

Destroy when ascertained that reproduced copies have been made in accordance with GSA regulations and are adequate substitutes of the paper records or when reference value ceases.

This certifies that the records described on this form shall be microfilmed in accordance with 41 CFR 101-11-504. NASA also agrees to meet

NASA Records Schedule 23--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
7	a. (2)	the storage and inspection requirements described in 41 CFR 101-11-503-1.
	(3) One record copy of each publication (marked "Official Record Copy") together with related papers showing inception, scope, and background.	Transfer to FARC 1 year after publication. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
	(4) Author's working papers relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, and related papers.	Destroy when 2 years old.
	b. Headquarters STIB Files:	
	(1) Edited manuscript copy, galley proofs, page proofs, blue lines, dummy layouts for each publication.	Transfer to FARC within 6 months after document is published. Destroy 1 year after transfer.
	(2) Camera ready copy of Special Publications, including original art, figures, cover design, and title page.	Transfer to FARC 6 months after document is published. Destroy 3 years after transfer.

NASA Records Schedule 23--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
7	c. All other copies of the publications.	Destroy when reference value ceases.
8	<u>Other Scientific and Technical Publications Files</u> consisting of locally published reports not included in the "formal" STIB series described in Item 7 above.	See NRS 25-6.

## NASA RECORDS SCHEDULE 24: R & D ADMINISTRATION RECORDS

The records described in this schedule pertain to the management, planning, and administration of an R&D program and to groups of projects and laboratory type organizations at field installations. Such records are created and accumulated by organizations that have overall management responsibility for programs or multiple-project activities. The schedule describes pertinent records categories and specifies the retention period and disposition for each.

Program files relate to the several projects that comprise the overall program and reflect largely planning, budgeting, scheduling, coordination, and management of the program. Files accumulated by offices of project managers who are responsible for the direct technical administration of the technical aspects of a particular system, should be filed as part of the R&D project (case) files as set forth in NRS 25. When R&D programs continue for several years, it will be desirable to establish file breaks for some records and retire such material to a Federal Records Center (FRC) well in advance of program completion. In any event, all R&D program files will be retired on completion of the project. The Program Office normally at Headquarters, is responsible for maintaining the case file relating to the particular program, and for insuring the progressive consolidation of essential documentation of the program.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>R&amp;D Long Range Planning Files:</u> Documents that accumulate from the process of development, long range plans or forecasts in research and development. They involve the establishment of schedules to achieve the NASA's long range research and development objectives, the formulation of new concepts and requirements in research and development for planning purposes and similar matters. Included are research and development long range plans, research and development forecasts, documents reflecting the evolution of these plans or forecasts, and documents contributing to the development of the plans or forecasts.	

NASA Records Schedule 24--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	a. Offices performing NASA-wide staff responsibility and offices responsible for preparation of the plan or forecast.	Transfer to FARC 5 years after supersession. PERMANENT. <del>Per RR Plan No. NN-473-14.</del> Offer to NARS when 5 years old.
	b. Contributing offices.	Destroy 5 years after supersession.
	c. Other offices.	Destroy 2 years after supersession.
2	<u>R&amp;D Program Manager Control Files</u> : These files reflect the control of research, development, procurement, 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.	Transfer to FARC 2 years after completion of the program. <del>RETAIN INDEFINITELY.</del>
3	<u>R&amp;D Program Cost and Schedule Files</u> : Documents relating to cost projections for research and development projects, including information about program objectives in terms of projects, tasks, status, and time phasing for development, and funds required. These files include schedules and directly related forecast and actual costs.	

NASA Records Schedule 24--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	a. Office of origin.	Transfer to FARC 1 year after completion of project. PERMANENT. <del>Per RR Plan No. NN 473-14.</del>
	b. Office of Administrator	Transfer to FARC when no longer needed. PERMANENT. <del>Per RR Plan No. NN 473-14</del>
	c. Other offices.	Destroy when no longer needed for reference.
4	<u>R&amp;D Technical Report Record Files:</u> These 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 contractors.	
	a. The office of origin's record copy of each publication (marked "Official Record Copy") together with related papers showing inception, scope, and background.	Transfer to FARC 1 year after publication. PERMANENT. <del>Per RR Plan No NN 473-14.</del>
	b. 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 the installation librarian for destruction when no longer needed for reference.

NASA Records Schedule 24--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
5	<u>R&amp;D Drawing Files:</u> Preliminary, experimental, final design and "as built" drawings created in connection with research and development projects, including reduced size offset prints and aperature cards. Arrange by drawing number or by project.	
	a. Offices delegated responsibility for maintenance of official record sets.	Transfer to FARC when no longer needed for reference. If filed by project, transfer after completion of project. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
	b. Other offices.	Destroy when obsolete, superseded, or no longer needed for reference.
6	<u>R&amp;D Specification Files:</u> Preliminary, experimental, and final specifications created in connection with engineering projects. Arrange by specification number or by project.	
	a. Offices delegated responsibility for maintenance of official record sets.	Transfer to FARC when no longer needed for reference. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>

NASA Records Schedule 24--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	b. Other offices.	Destroy when obsolete or superseded.
7	<u>R&amp;D Operating Program Briefing Files</u> : 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.	Transfer to FARC 2 years after presentation. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
8	<u>R&amp;D Apollo Documentation Administration Files</u> : 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 No.; (3) Center Apollo Document Index, Alphabetical Listing. The system will provide for continual management review to eliminate duplicate or non-essential requirements and reduce costs related thereto. Included are supporting papers reflecting changes to basic documents.	Transfer to FARC when superseded. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
9	<u>R&amp;D Project Control Files</u> : Documents accumulating in laboratory or program offices from the supervision, management, and administration of research, development, test, and evaluation projects at installations. These files are generally maintained as a means of keeping management personnel informed on the status and progress of projects. Essential information is duplicated in the R&D project case files. Included are documents relating to project	

NASA Records Schedule 24--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
9	appraisals; recommendations for project initiation, termination, or cancellation; review and analysis of specific R&D projects; and other papers relating to the projects.  a. Director's office at performing field installations and Headquarters Program Offices.  b. Office of laboratory chiefs and directors supervising R&D projects.	Transfer to FARC 2 years after completion, termination, or cancellation of the project. Destroy 8 years after transfer.  Destroy 2 years after completion, termination, or cancellation of the project.
10	<u>R&amp;D Installation Test Scheduling Files</u> : 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.	Transfer to FARC when 1 year old. Destroy 3 years after transfer.
11	<u>R&amp;D Correspondence Files</u> : Record copies of correspondence relating to management and operation of a laboratory or a Program Office.	Transfer to FARC 1 year after completion or cancellation of program. Destroy 4 years after transfer.

NASA Records Schedule 24--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
12	<u>R&amp;D Inter-agency and National Boards, Panels, and Committee Files.</u>	See NRS 1-6.
13	<u>R&amp;D NASA Boards, Panels, and Committee Files.</u>	See NRS 1-7.
14	<u>R&amp;D Symposia and Conference Files.</u>	See NRS 1-39.
15	<u>R&amp;D Contract Reference Files:</u> Consisting of copies of R&D contracts associated with the accomplishment of the program with changes, modifications, or addendums thereto.	Destroy after completion or cancellation of program.
16	<u>R&amp;D Advanced Manned and Unmanned Mission Studies Files:</u> Advanced studies of flight missions beyond those currently approved, or studies of as yet unapproved spacecraft, launch vehicle, or aircraft systems that may lead toward such future flight mission or studies leading to significant changes on an already approved configuration of spacecraft and launch vehicle.	Transfer to FARC on completion or abandonment of study. PERMANENT. <del>Per RR Plan No. NN 473-14.</del>
17	<u>R&amp;D Operations Program Progress Report Files:</u> Reporting system for program scheduling and review (SARP Charts).	
	a. Office responsible for reports.	Transfer to FARC when 2 years old. PERMANENT. <del>Per RR Plan No. NN 473-14.</del>
	b. Other offices.	Destroy when 1 year old.

NASA Records Schedule 24--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
18	<u>R&amp;D Internal Administrative Files.</u>	See NRS 1-9.
19	<p><u>Technical Engineering Documentation Files.</u> These files contain materials utilized in the fabrication, printing, production, with changes, modifications, or addendums thereto of engineering and operational manuals. These engineering and operational manuals are used in support of on-going Networks equipments/systems for technical design and configuration, inspection, maintenance, certifications, flight operational readiness, operation and post flight evaluation.</p> <p>a. One record copy of each publication (marked "Official Record Copy").</p> <p>b. Camera ready copy, including boardmounted art work, drawings, negatives and repro assembly sheets.</p>	<p>Transfer to FARC 1 year after equipments/systems become inactive. PERMANENT.  <del>Per RR Plan No. NN-473-14.</del></p> <p>Store in installation staging area. After 2 years destroy obsolete records and transfer remaining files to FARC for review every 5 years.</p>

NASA RECORDS SCHEDULE 25: R & D PROJECT RECORDS

The records described in this schedule pertain to the management, planning, and performance of an R&D project. Such records are created and accumulated by project organizations that have direct management control of inhouse and/or contractor project activities. Project files relate to individual basic research, applied research, and engineering development projects. The Project Office, normally at the laboratory or division level at a field installation, is responsible for maintaining the files relating to the particular project and for insuring the progressive consolidation of essential documentation of the project. When more than one laboratory at an installation, or more than one installation works on a project, the lead project manager should establish procedures to insure that all files relating to the project are collected at a designated Federal Archive Records Center (FARC) for retirement. When projects continue for several years, it will be desirable to establish file breaks for some records and retire such material to a FARC in advance of the project completion. In any event, all R&D project files will be retired on completion of the project. This schedule describes pertinent categories of the project records and specifies the retention period and disposition for each. (For program management records or R&D administration records, refer to NRS 24.)

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>R&amp;D Project Case Files:</u> Project case files usually contain one or more of the files series listed below. Each series may be filed separately or they may be combined, depending on the size of the project and the location of the personnel involved. Since it is not feasible to dispose of the many files series at different times, each case file is handled as a single unit under one disposition standard.	
	a. R&D Project Office files relating to complex, especially significant, or unusually large projects, generally resulting in prototype flight equipment; often comprised of one or more of the following files:	<del>NOT AUTHORIZED FOR DISPOSAL AT THIS TIME.</del> Transfer to FARC within 2 years after completion of

NASA Records Schedule 25--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

1 a.

related project.  
13 years after transfer  
NASA will submit dis-  
position request to  
NARS to determine  
which files, if any,  
should be retained  
permanently. (This  
revised disposition  
applies to all records  
previously transferred  
to FARC under this  
Schedule and item  
number.)

- (1) R&D Project Procurement Files: One copy of each R&D contract, grant, or agreement associated with the accomplishments of the project with changes, modifications, or addendums thereto. (This is the project's file, not the procurement office file.)
- (2) R&D Project 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 are project management master plans, superseded and obsoleted parts of the plans, studies and reports used to keep the plan current, and related documents.

NASA Records Schedule 25--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	a. (3) <u>R&amp;D Project Authorization Files</u> : Documents reflecting actions leading up to and including the authorization for initiation of a project. Included are Project Planning Documents (PPD's) and Project Authorization Documents (PAD's).	
	(4) <u>R&amp;D Project Specification and Drawing Files</u> : Copies of experimental, preliminary, and final drawings and specifications created in connection with the project.	
	(5) <u>R&amp;D Project Test and Evaluation Files</u> : 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 action, research, environmental, engineering, service, and other test directives; plans and preliminary and final reports; firing reports; related correspondence; and comparable test data.	
	(6) <u>R&amp;D Project Correspondence Files</u> : Correspondence relating to a project and not a part of the project managers files.	
	(7) <u>R&amp;D Project Meeting Files</u> : Copies of minutes of meetings, conference reports, trip reports, reports of consultations, and similar papers pertaining to the project.	

NASA Records Schedule 25--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	a. (8) <u>R&amp;D Project's Data Location Files</u> : 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.	
	(9) <u>R&amp;D Project Reference Report Files</u> : Copies of each technical, progress, or test report issued or received in connection with the project, including feasibility, cost effectiveness, contractor reports, etc.	
	(10) <u>R&amp;D Project Proceedings and Minutes of Reviews Files</u> : Such as Preliminary Requirements Review, Preliminary Design Review, Critical Design Review, Configuration Inspections, Design Certification Review, Flight Readiness Review and Post Flight Evaluation.	
	(11) <u>R&amp;D Project Termination Files</u> : Documents reflecting notices of or authority for completion or termination of a project or task, such as technical committee action, termination notice or comparable local indicating R&D work on a particular project or task has been completed.	
	(12) <u>Post Launch Spacecraft Engineering Performance Files</u> : Logs and data describing the operation of the various functions of the spacecraft or satellite, revealing performance, malfunctions, attitude, environmental conditions which may be	Transfer to FARC 1 year after completion of performance period of the craft.

NASA Records Schedule 25--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	a. (12) used to check ongoing operations and to introduce engineering improvements into the design of later or similar spacecraft; includes reports, technical notes, microfilm plots, memoranda, correspondence and related papers.	
	b. <u>R&amp;D Project Office Files</u> relating to relatively small research projects whose data and results are summarized in a research report which is usually disseminated throughout NASA.	Transfer to FARC within 2 years after completion of related project. (Files necessary for succeeding projects may be transferred to the new project's files). Destroy 4 years after transfer.
	c. Other offices maintaining working or reference copy of project papers.	Destroy when no longer needed for reference or on completion of project, whichever is sooner.
2	<u>R&amp;D Project Planning Files</u> : 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.	

NASA Records Schedule 25--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	a. Official record set.	Transfer to FARC within 2 years after completion of related project. PERMANENT. <del>Per RR Plan No. NN-473-14.</del>
	b. Other working or reference copies.	Destroy when no longer needed for reference or on completion of project, whichever is sooner.
3	<u>R&amp;D Laboratory Notebook Files:</u> Notebooks used to record and preserve research, development, and testing data reflecting the conditions of tests or 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.	Transfer to responsible installation component after completion of the project covered by the notebook. <sup>2</sup> Transfer to

<sup>2</sup>These notebooks are important official records. These schedule instructions apply to those installation components designated by local procedures as the depository for

NASA Records Schedule 25--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	a.	FARC 15 years after completion: (1) notebooks relating to historical, significant, or unique accomplishments-- PERMANENT. (Coordinate with retained case file in Item la.) (2) destroy all other notebooks. <sup>3</sup> <del>Per RR Plan No. NN-473-14.</del>
	b. Other laboratory notebooks (unnumbered, looseleaf, etc.).	
	(1) Those needed in order to achieve continuity of effort, avoidance of duplicated effort, and to provide handwritten, signed and dated legal proof of Government-sponsored inventions in the event of patent litigation.	Notebooks relating to patent matters, retain 25 years. Those relating to historical, significant, or unique accomplishments-- PERMANENT. Destroy

<sup>3</sup>Because of this distinction, notebooks judged to be in category (1) should be accessioned together for permanent retention. Conversely, those judged to be in category (2) should also be accessioned together. Notebooks in the separate categories should not be placed in the same transfer box.

NASA Records Schedule 25--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	b. (1)	all other notebooks. <del>Per RR Plan No. NW-473-14.</del>
	(2) Those containing data which is routine, fragmentary.	Destroy 4 years after completion or termination of related project.
	(3) Those containing data which are duplicated in technical reports and papers.	Destroy upon termination of related project.
4	<u>R&amp;D Projects Experimental Data Files:</u> 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; magnetic tapes; punched paper cards; sound recordings, and similar rough or raw data which is part of the project files.	
	a. Data essential to support laboratory notebook information, discoveries and invention disclosures.	Data relating to patent matters, retain 25 years. Those relating to historical,

NASA Records Schedule 25--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	a.	significant, or unique accomplishments--PERMANENT. Destroy all other notebooks. <del>Per RR Plan No. NN-473-14.</del>
	b. Data on magnetic tape.	See NRS 26.
	c. Data that has been fully incorporated into reports.	Destroy when report is released.
	d. Other data files.	Transfer to FARC after project completion unless needed for research studies within the field of inquiry. Destroy 6 years after transfer.
5	<u>R&amp;D Projects Minitrack Analog Charts Files (Sanborn Recordings): Minitrack analog charts recorded by STADAN stations.</u>	
	a. Tracking Stations.	
	(1) Charts of selected stations indicating ionospheric disturbances.	Transfer as directed by GSFC, Advanced Development Division, 6 months after break.

NASA Records Schedule 25--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
5	a. (2) Charts of other stations.	Destroy at station after 1 year.
	b. GSFC: Charts received from selected tracking stations.	Destroy when no longer needed for study.
6	<u>R&amp;D Project Report Files:</u> 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 the project, activities and findings.	
	a. <u>Published Reports.</u>	
	(1) The installation's offices of primary responsibility will maintain one official record copy of each report which is published together with papers.	Transfer to FARC at end of fiscal year following the fiscal year in which document is published. PERMANENT. (Reference copies may be maintained for related work). <del>Per RR Plan No. NN-473-14.</del>
	(2) Working papers such as notes, rough drafts, galley proofs, background reports, and other such papers.	Destroy 1 year after document is published.

NASA Records Schedule 25--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	b. <u>Unpublished Reports.</u>  The Installation's 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.	Transfer to FARC within 2 years after completion of related project. Destroy 8 years after transfer. Records of any project that is deemed to be historically, politically, or technically significant should be segregated from others and packed in separate boxes for transfer to FARC.
7	<u>R&amp;D Project Film Files:</u> Motion picture film reports produced by installations (or contractors) for research and development projects or for project test which require photographic support.  a. Complete film reports.  b. Engineering film which has documentary (historical) value as well as technical value.  c. Other engineering film footage necessary for development and performance testing which has been documented in project reports.	See NRS 19-16.  See NRS 19-16.  Transfer to FARC 1 year after project completion or termination. Destroy

NASA Records Schedule 25--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
7	c.	4 years after transfer.
8	<u>R&amp;D Project NASA/DoD Contractor Performance Evaluation Reports Files:</u> Semi-annual reports of the project manager for each major selected contract reviewed and commented upon by the contractor, and finally reviewed comprehensively in NASA Headquarters; including the final terminal report summarizing the whole period.  a. Project Managers file.  b. Headquarters file, including exchanges of correspondence with contractor and Project Manager.	Transfer to FARC after final contract payment. Destroy 6 years after transfer.  Transfer to FARC 1 year after final contract payment. Destroy 15 years after transfer.
9	<u>Data Files on Organic Materials Used in Construction of Planetary Spacecraft:</u> Documentation produced by installations, contractors, sub-contractors 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 <u>as flown</u> .	Transfer to FARC at end of mission, or within 6 months after launch, whichever is sooner. Retain 20 years. Then review with NASA's Planetary Quarantine Officer for authorization to destroy.

NASA Records Schedule 25--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
10	<u>R&amp;D Project Termination Files.</u>	See NRS 17-3.
11	<u>R&amp;D Project Reports on Unsolicited Proposals Files.</u>	See NRS 17-9.