



NASA Procedural Requirements

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COMPLIANCE IS MANDATORY

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Records Retention Schedules (w/Change 4, 2/29/08)

Responsible Office: Office of the Chief Information Officer

| [TOC](#) | [Preface](#) | [ChangeHistory](#) | [Introduction](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#)
 | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [Chapter10](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) |
[AppendixD](#) | [AppendixE](#) | [ALL](#) |

Chapter 1. NRRS 1

Organization and Administrative Records

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices.

This schedule grants 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 but distinct from the records of functional activities as set forth in other NASA Records Retention 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 to consult at least one other schedule, in addition to NRRS 1, in order to effectively control the disposition of their records.

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION <Authority></u>
1000-1999		ORGANIZATION AND GENERAL ADMINISTRATION	(see below)
	0.1	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. This disposition applies to electronic copies of all items covered under Disposition Jobs N1-255-90-8, N1-255-92-4, and N1-255-94-1, in the NASA Records Retention Schedule 1, with the following exceptions: · Item 22 (Records Of Top Management Officials) • Item 72E (Formal Directives, NASA Management Instructions (NMI), Procedural, and Operating Manuals)	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED AND DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. <DA: N9-255-00-01> DELETE WHEN DISSEMINATION, REVISION OR UPDATING IS COMPLETED. <DA: N9-255-00-01>

		<ul style="list-style-type: none"> • Item 77 (Finding Aids) • Item 78C (General Office Files, Tracking and Control Records) • Item 78E (General Office Files, Schedules or Daily Activities) • Item 78F (General Office Files, Administrative Data Bases); • Item 86E (Visual Aids Requisition/Register Files) • Item 86F (Finding Aids For Visual Media/Graphic Arts) <p>In addition, this disposition does not apply to any item already covered by the General Records Schedules. A. Electronic copies created on electronic mail and word processing systems that have no further administrative value after recordkeeping copy is made.</p> <p>B. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	
1000		General (e.g., NASA Strategic Plan)	Contact Center Records Mgr.
1010		Agency Establishment	Contact Center Records Mgr.
1011		Legislative Authority	Contact Center Records Mgr.
1012		Executive Authority	Contact Center Records Mgr.
1020		NASA Seal, Insignia, Logotype, Identifiers, Flags	Contact Center Records Mgr.
1022		Names, Symbols	Contact Center Records Mgr.
1030		Honors and Ceremonies (Acceptance)	Contact Center Records Mgr.
1040		Emergency Preparedness / Planning and Mobilization	(see below)
1040	1	EMERGENCY DIRECTIVES REFERENCE FILES	
	1	Copies of Emergency Operating Directives, plans, and procedures issued by the agency, including delegations of authority, emergency assignments, functions, and instructions (other than those issued in case files), as well as those issued by FEMA, other Federal agencies, state and local governments, and the private sector. (NON-RECORD COPIES)	DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: N1-255-94-1> (N 1-21)

1040	2	<p>EMERGENCY PREPAREDNESS POLICY FILES</p> <p>Record copy of each agencywide or center emergency directive, plan, and procedure issued by the responsible office, including related background papers and program development reports consisting of a copy of each plan or directive issued.</p>	
		A. One record copy of each plan or directive issued, if NOT included in the agency's permanent set of master directives.	<p>* PERMANENT * CUT OFF WHEN SUPERSEDED AND RETIRE TO FRC WHEN 3 YEARS OLD. TRANSFER TO NARA WHEN 15 YEARS OLD IN 10 YEAR BLOCKS. (e.g., offer 1970-79 block in 1995). <DA: N1-255-94-1> (N 1-20)</p>
		B. File copy of plan or directive if agency record copy is maintained in a master directives file and all related background materials.	<p>DESTROY 3 YEARS AFTER ISSUANCE OF A NEW PLAN OR DIRECTIVE. [GRS 18-27]</p>
		C. All other copies.	<p>DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: N1-255-94-1></p>
1040	3	<p>EMERGENCY PLANNING ADMINISTRATIVE CORRESPONDENCE</p> <p>Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in these schedules.</p>	<p>DESTROY WHEN 2 YEARS OLD. [GRS 18-26]</p>
1040	4	<p>EMERGENCY PLANNING AND READINESS REPORTS</p> <p>Agency reports of operator's tests, consisting of consolidated or comprehensive reports reflecting agencywide results of tests conducted under emergency plans, including exercises and trial tests.</p>	<p>DESTROY WHEN 3 YEARS OLD, OR 1 YEAR AFTER COMPLETION OF NEXT EXERCISE WHICHEVER IS LATER. <DA: N1-255-94-1> (N 1-22)</p>
1040	5	<p>OPERATIONS TEST FILES</p> <p>Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities and reports (excluding consolidated and comprehensive</p>	<p>DESTROY WHEN 3 YEARS OLD. [GRS 18-28] (N 1-23)</p>

		reports).	
1041		Civil Defense	Contact Center Records Mgr.
1042		Emergency Warden Organization	Contact Center Records Mgr.
1043		Fallout and Fallout Shelter	Contact Center Records Mgr.
1044		Casualty Reporting	Contact Center Records Mgr.
1046		Mobilization Readiness	Contact Center Records Mgr.
1050		Agreements/Memoranda of Understanding	(see below)
1050	6	<p>AGREEMENTS: MEMORANDA OF UNDERSTANDING (MOU)</p> <p>Signed, original MOUs and Letter Agreements between NASA and others with correspondence and all documents concerning the agreement matters, such as interagency, intra-agency, or international affairs.</p> <p>A. <u>RECORD COPIES</u></p> <p>HQ: Office of External Relations keeps record copies for International MOUs. Record copies for domestic MOUs are kept by the Office having primary responsibility.</p>	<p>* PERMANENT * RETIRE TO THE CUSTODY OF THE NASA ARCHIVIST OR HISTORIAN. THEY WILL TRANSFER TO NARA WHEN NO LONGER NEEDED TO PREPARE NASA HISTORIES OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1></p>
		B. <u>CENTERS: OFFICE OF PRIMARY RESPONSIBILITY</u>	<p>* PERMANENT * RETIRE TO FRC 2 YEARS AFTER EXPIRATION. TRANSFER TO NARA 10 YEARS AFTER EXPIRATION. <DA: N1-255-94-1, 6></p>
		C. <u>ALL OTHER COPIES</u>	<p>DESTROY WHEN OBSOLETE ORSUPERSEDED. <DA: N1-255-94-1></p>
1054		Foreign Governments	Contact Center Records Mgr.
1056		Non-Government	Contact Center Records Mgr.
1058		Intra – Agency Agreements	(see below)
1050 1058	7	<p>AGREEMENTS: INTERAGENCY AND INTRA-AGENCY WITH OTHER GOVERNMENT AGENCIES</p> <p>Case files on agreements between NASA and other Government agencies. Includes correspondence and all documents/materials</p>	

		concerning the agreement.	
		A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u>	* PERMANENT * RETIRE TO FRC 2 YEARS AFTER COMPLETION OR EXPIRATION. TRANSFER TO NARA 10 YEARS AFTER COMPLETION/EXPIRATION. <DA: N1-255-94-1> (N 1-4)
	7	B. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: N1-255-94-1, 7>
1060		Consultants	Contact Center Records Mgr.
1070		History Program	(see below)
1070	8	HISTORICAL ITEMS/SOURCE FILES Documents that have unusual or immediately recognizable historical significance and are filed among other documents that are scheduled for disposal will be noted and removed from the file before transfer or destruction. Agency histories and selected background materials. Narrative agency histories, including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention.	
		A. <u>HISTORY SUBJECT FILES</u> (Located in Agency/Center History Offices, including any indexes or finding aids if available.)	
		1. 1945 - 1989 Material in this collection dates from 1945 to 1989 and may be contained in boxes, lektriers, or file cabinets. Material is marked and accounted for in two categories: (1) Dated/marked when material is added to collection; and (2) Dated/marked when material is accessed for research purposes.	* PERMANENT * RETAIN RECORDS IN AGENCY FOR 5 YEARS, STARTING JANUARY 1993. TRANSFER TO NARA NO LATER THAN DECEMBER 31, 1998, UNLESS THERE IS AN AGENCY REQUEST CERTIFYING ACTIVE AGENCY USE AND NEED. SUCH REQUEST WILL SPECIFY NEW TRANSFER DATE FOR MATERIAL SO CERTIFIED. <DA: N1-255-94-1, 8> (N 1-8)

		2. 1990 and Continuing. [Note: Excluded are electronic copies of agency documents made for convenient reference.]	* PERMANENT * RETAIN IN AGENCY SPACE UNTIL NO LONGER NEEDED OR WHEN 25 YEARS OLD WITH 5 YEARS CONSECUTIVE INACTIVE AGENCY USE OR UNTIL 30 YEARS OLD, WHICHEVER IS LONGER. <DA: N1-255-94-1, 8>
		B. <u>READY REFERENCE MATERIAL</u> Reference material published/sponsored by NASA (Shelf documentation/books).	RETAIN INDEFINITELY IN AGENCY SPACE UNTIL NO LONGER NEEDED, OR DESTROY WHEN 75 YEARS OLD, WHICHEVER IS LONGER. <DA: N1-255-94-1>
1070	9	HISTORY OFFICE CONTRACTOR DELIVERABLES (BOOKS) 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(s); authors' original notes; responses from readers; reviews; and comparable documents.	
		A. <u>MATERIALS RELATED TO COMPLETED VOLUMES</u> (After publication of the finished book.)	RETIRE TO FRC ONE YEAR AFTER PUBLICATION. DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-1> (N 1-29)
		B. <u>MATERIALS ACCUMULATED FOR FUTURE VOLUMES</u>	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
		C. <u>PUBLISHED MATERIALS/BOOKS</u>	* PERMANENT * TRANSFER ONE COPY ANNUALLY TO NARA. <DA: N1-255-94-1>
1070	10 PASR	HISTORY ARCHIVES BIOGRAPHICAL FILES - NASA 10 HABC Biographical data, speeches, and articles by individuals who are of historical significance in aeronautics, astronautics, space science, and other concerns of NASA; correspondence, interviews, and various other tapes and transcripts of program activities.	MOST FILES ARE RETAINED INDEFINITELY IN AGENCY REFERENCE COLLECTIONS HISTORY OFFICES/ARCHIVES. DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>

1070	11	HISTORY OFFICE FILES – ADMINISTRATIVE Routine office files, general correspondence, and other materials related to the day-to-day operations and management of the history office and its programs.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-1, 11>
1080		Generate Knowledge	Contact Center Records Mgr.
1090		Communicate, Engage, Inspire Process	Contact Center Records Mgr.
1100		Organizational Structure	Contact Center Records Mgr.
1101		NASA Organization and Definition of Terms	(see below)
1101 1410	12	ORGANIZATIONAL FILES	
		A. Organizational charts, NASA Directives, and reorganization studies, graphic illustrations, which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the agency's programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent of limits of an agency's programs and projects. [NOTE: Excluded from this series are those Organization Charts included in the NASA Directives System -- See Item 72 of this Schedule.]	* PERMANENT * RETIRE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 1-3)
		B. Management appraisal files, narrative and statistical reports on significant accomplishments, accounts of and rationale for reorganizations, establishment or disestablishment of field centers; special reports on key planning studies, with related papers showing inception, scope, procedure, results, and case files on approved plans, policies, mission, and programs.	
		1. Office of Primary Responsibility, including the signatory and the office responsible for studying and developing the document.	* PERMANENT * RETIRE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1>

		2. All other offices/copies.	DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
1102		HQ Institutional Program Office(s) Organization	Contact Center Records Mgr.
1103		HQ Enterprise Office(s)	Contact Center Records Mgr.
1104		HQ Functional Office(s)	Contact Center Records Mgr.
1107		Field Center Organization	Contact Center Records Mgr.
1120		General Organization Responsibilities	Contact Center Records Mgr.
1130		Operating Relationships	(see below)
1130 1410	13	FUNCTIONAL STATEMENTS Formally prepared descriptions of the responsibilities assigned to the senior executive officers of the agency at the division level or higher. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.	
		A. <u>RECORD COPIES</u> HQ: OFFICE OF MANAGEMENT OPERATIONS, NASA DIRECTIVES & FEDERAL REGULATIONS (Record copy is included in NMI, NPD/NPR System)	* PERMANENT * See ITEM 72. <DA: N1-255-94-1> (N 1-2)
		B. <u>CENTERS</u> Office of Primary Responsibility	* PERMANENT * See Above. <DA: N1-255-94-1, 13>
		C. <u>ALL OTHER COPIES</u>	DESTROY WHEN OBSOLETE, SUPERSEDED, OR NO LONGER NEEDED. <DA: N1-255-94-1>
1150		Committees/Boards/Councils/Panels/Working Groups	(see below)
1150	14	COMMITTEES, BOARDS, COUNCILS, PANELS, AND CONFERENCES	
		[NOTE: Excluded from this series are those records created by the Inventions and Contributions Board -- See Item 16 of this Schedule. NOTE: For Routine and Ad Hoc Conferences and Meetings -- See Item 19 of this Schedule.]	
		A. <u>RECORDS RELATING TO ESTABLISHMENT, ORGANIZATION, MEMBERSHIP, AND POLICY</u>	

		1. Intra-agency, advisory, or international.	* PERMANENT * RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA WHEN 20 YEARS OLD. <DA: N1-255-94-1, 14> (N 1-6, N 1-7, N 24-12, N 24-13)
		2. Internal or interagency.	DESTROY 2 YEARS AFTER TERMINATION OR DISSOLVEMENT OF COMMITTEE. [GRS 16-8a]
		<u>B. RECORDS CREATED BY COMMITTEES . . . AND CONFERENCES</u>	
		1. Agendas, directives, minutes, reports (interim and final), reports covering general operations of the group, records relating to establishment, revision, or termination of a program/project, and records documenting the accomplishments of the group.	
		(a) Office file of the group maintained by the sponsor, to the group, Chairperson, or other designee.	* PERMANENT * RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA WHEN 20 YEARS OLD. <DA: N1-255-94-1>
		(b) All other copies.	DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER. [GRS 16-8b(1)]
		2. All other records produced by the group.	DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS SOONER. [GRS 16-8b(2)]
		3. Records maintained by individual members.	DESTROY UPON TERMINATION OF MEMBERSHIP, OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-94-1>
1150	15	CONGRESSIONAL FILES	
		A. Congressional Committee Files	

Combined with AFS 1311, Item 1/27 from NPR 1441.1C		1. Files pertaining to correspondence to and from Congressional Committees. This includes letters, hearings (including questions and material for the record), testimony, edited transcripts. Cutoff date is end of Congressional session.	*PERMANENT* RETIRE TO FRC 5 YEARS AFTER CUTOFF. TRANSFER TO NARA 15 YEARS AFTER CUTOFF. <DA: N1-255-00-6>
		2. Reports to Congress - consists of statutory and other reports requested by Congress pertaining to NASA activities.	
		(a) HQ Office of Legislative Affairs (Office of Primary Responsibility) Cutoff date is end of Congressional session.	*PERMANENT* RETIRE TO FRC 5 YEARS AFTER CUTOFF. TRANSFER TO NARA 15 YEARS AFTER CUTOFF. <DA: N1-255-00-6>
		(b) All other offices and copies.	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-00-6>
		B. Congressional Correspondence Files Correspondence with Members of Congress concerning information about NASA programs and projects; includes correspondence with Members of Congress pertaining to constituent requests. Cutoff date is end of Congressional session.	RETIRE TO FRC 5 YEARS AFTER CUTOFF. DESTROY 15 YEARS AFTER CUTOFF. <DA: N1-255-00-6>
		C. Congressional Briefings Briefings provided to Members of Congress regarding NASA programs, projects and activities.	RETAIN FOR ONE YEAR. DESTROY WHEN NO LONGER NEEDED AT THE CONCLUSION OF THE ONE YEAR RETENTION. <DA: N1-255-00-6>
		D. Publications requests from Congressmen for copies of NASA publications which required no formal reply.	DESTROY 1 YEAR AFTER PUBLICATION IS SENT. <DA: N1-255-00-6>
		E. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
		1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives.	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-6>

	15	2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	DESTROY/DELETE AFTER DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. <DA: N1-255-00-6>
1150	15.1	LEGISLATION FILES – PROPOSED	
		A. 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, including coordination through Center legal office(s) with final submissions to Headquarters, on legislative proposals. This series includes case files on each proposed item of legislation and files are kept and maintained, and broken in this fashion. OPR: NASA Headquarters, Office of Legislative Affairs	RETIRE TO FRC 5 YEARS AFTER PROPOSAL IS ENACTED INTO LAW OR IS KILLED. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-94-1>
		B. Offices providing information, feeder reports, or pertinent documentation to cognizant Headquarters office concerning the proposed legislation.	DESTROY WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-94-1>
		C. All other offices/copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES. <DA: N1-255-94-1>
1152		Intra-Agency	Contact Center Records Mgr.
1154		Inter-Agency	Contact Center Records Mgr.
1156		Advisory Committees/Groups	Contact Center Records Mgr.
1160		Special Lines of Succession	Contact Center Records Mgr.
1162		Delegation of Authority To Act For The Administrator	Contact Center Records Mgr.
1170		Inventions and Contributions Board	(see below)
1170	16	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	
		A. Minutes of meetings of the Inventions and Contributions Board.	
		1. Record copy. HQ: BOARD OF CONTRACT APPEALS	* PERMANENT * TRANSFER TO NARA WHEN 5 YEARS OLD. <DA: N1-255-94-1>

		2. Centers. Monetary Awards Only (Significant).	RECORDS ARE SUBMITTED TO NASA HQ BY COGNIZANT TU PROGRAM OR PATENT PROGRAM AS APPLICABLE. <DA: N1-255-94-1>
		3. All other copies.	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
	16	B. Copies of documents/records created by the Board that are maintained at centers or by Board members.	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
		C. Alphabetical files, by contributor, on contributions NOT considered for award; files include correspondence, evaluations, and all related papers/records.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 23 YEARS OLD. <DA: N1-255-94-1> (N 13-17)
		D. Alphabetical files, by contributor, on contributions considered for award; files include correspondence, evaluations, recommendations by the Inventions and Contributions Board and the Administrator Board and the Administrator and all related records/documentation.	RETIRE TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 22 YEARS OLD. <DA: N1-255-94-1> (N 13-17)
		E. Denied Award Hearings Files. Case files on hearings evolving from denied awards from the Inventions and Contributions Board.	RETIRE TO FRC AFTER CASE IS CLOSED. DESTROY WHEN 25 YEARS OLD. <DA: N1-255-94-1> (N 13-18)
		F. Award case files/applications that have been microfilmed.	
		1. Paper Records.	DESTROY WHEN MICROFILM/MICROFICHE HAS BEEN VERIFIED. <DA: N1-255-94-1>
		2. Microfilm/microfiche Records.	DESTROY WHEN NO LONGER NEEDED OR WHEN 25 YEARS OLD WHICHEVER IS SOONER. <DA: N1-255-94-1>
1180		NASA Board of Contract Appeals	(see below)
1180	17	NASA BOARD OF CONTRACT APPEALS CASE FILES—GOVERNMENT COUNSEL'S CASE FILES Appeals before the NASA Board of Contract Appeals consisting of Notices of Appeal, complaint, answer and/or motion, correspondence, transcripts of proceedings	RETIRE TO FRC 2 YEARS AFTER BOARD HAS RENDERED ITS DECISION OR CASE IS SETTLED. DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-1> (N 13-22)

		before the Board, exhibits, briefs in support of the parties positions 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.	
1180	18	BOARD OF CONTRACT APPEALS CASE FILES	
		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, Board decisions, and other related papers/documentation.	
	18	A. Records created prior to October 1, 1979. Case in which the appeal was withdrawn or settled.	RETIRE TO FRC 2 YEARS AFTER YEAR IN WHICH APPEAL WAS WITHDRAWN OR SETTLED. DESTROY 6 YEARS, 3 MONTHS, AFTER FINAL ACTION ON DECISION. [GRS 3-15a]
		B. Cases in which the Board rendered a decision.	RETIRE TO FRC 6 YEARS AFTER YEAR IN WHICH DECISION WAS RENDERED. DESTROY WHEN 11 YEARS OLD. <DA: N1-255-94-1> (N 17-49)
		C. Records created after September 30, 1979. Cases in which the appeal was withdrawn or settled.	DESTROY 1 YEAR AFTER FINAL ACTION ON DECISION. [GRS 3-15b]
1200		Internal Management Controls	(see below)
1200	19	SYMPOSIA AND CONFERENCE FILES – MANAGEMENT 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 and task groups, included are staff meetings related largely to administrative matters.	RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 1-39, N 24-14)
1200	20	COMMITTEE MANAGEMENT OFFICERS - FEDERAL ADVISORY COMMITTEE ACT FILES Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act,	DESTROY 5 YEARS AFTER TERMINATION OF COMMITTEE. [GRS 16-8c]

		including copies of charters, membership lists, agendas, policy statements, and material required to be available for public information.	
1210		Fundamental Principles	Contact Center Records Mgr.
1216 1220	22	RECORDS OF TOP MANAGEMENT OFFICIALS	
		<p>RECORDS OF MANAGEMENT</p> <p>Records created and received by NASA management not included in a specific case file (see Note 1).</p> <p>A. Records created and received in any and all media that substantially document the development and management of NASA policy, operations, and programs. Often arranged as general subject files, they typically include briefings; reports; presentations; studies; substantive correspondence, email, and informal notes; and other documents that respond to and decide matters affecting the office's operation and guidance. Also included are calendars, appointment books, schedules, logs, diaries, and journals that document appointments, telephone calls, conferences, meetings, trips, and other activities and communications while serving in an official capacity. These records document substantive work carried on by the office. [Program and Project Managers see Note 1.]</p>	<p>* PERMANENT * CUT OFF AT END OF FISCAL OR CALENDAR YEAR. RETIRE TO FRC WHEN 5 YEARS OLD IN 5 YEAR BLOCKS. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 1-1)</p>
		1. Administrator, Center Directors, their deputies and associates who help execute the functions of the Administrator and Center Directors; and heads of Agency or Center Mission Directorates or other direct mission support offices.	<p>* PERMANENT * CUT OFF AT END OF FISCAL OR CALENDAR YEAR. RETIRE TO FRC WHEN 5 YEARS OLD IN 5 YEAR BLOCKS. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-06-1> (N 1-1)</p>
		2. Heads of all other offices (functional offices concerned with Agency or Center infrastructure and administration) such as CIO, CFO, Human Capital, Facility Operations organizations, etc.	<p>TEMPORARY. CUT OFF AT END OF FISCAL OR CALENDAR YEAR. DESTROY OR DELETE BETWEEN 5 AND 15 YEARS AFTER CUTOFF.</p>
		B. Records in any and all media created or received at any management office relating to internal administration or housekeeping activities rather than the functions for which the office exists. Includes, but is not limited to: office organization, procedures, and communications; funds expenditure; personnel administration	<p>TEMPORARY. CUT OFF AT END OF FISCAL OR CALENDAR YEAR. DESTROY OR DELETE BETWEEN 2 AND 5 YEARS AFTER CUTOFF.</p>

		including training and travel; and office space, supplies, services, equipment and utilities. Also includes correspondence, email and other material lacking long-term value.	
	22	<p>C. All other copies of records described in A or B above.</p> <p>Note 1: Records described by items 22A and 22B that are specific to individual programs or projects are covered by Schedule 8, items 101-113.</p> <p>Note 2: Other general records—transitory files, suspense files, etc.—are covered by Schedule 1, item 78.</p>	<p>NON-RECORD. DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-06-1></p>
1216	23	LANGLEY CENTRAL CORRESPONDENCE FILES (LaRC ONLY)	
	23	<p>A. <u>NACA/NASA CORRESPONDENCE SYSTEM</u> (Dated: 1940 to December 1984)</p> <p>These files consist of general administrative, project, and program incoming and outgoing correspondence received at LaRC maintained in microfilm format. Records include the associated "File Code Log Books" (paper copy only). This record series also includes the computer printouts containing the roll number for image on file (paper copy). Document is considered a finding aid. Documents were filmed by subject code vs. date therefore documentation is intermixed.</p>	<p>* PERMANENT * MAINTAIN ON-SITE IN THE CORRESPONDENCE AND RECORDS MANAGEMENT SECTION (CODE 101) UNTIL NO LONGER NEEDED FOR REFERENCE USE. TRANSFER TO NARA 20 YEARS AFTER DATE OF LAST DOCUMENT FILMED. (TRANSFER IMMEDIATELY.) <DA: N1-255-94-1></p>
		<p>B. <u>DOCUMENT LOCATOR NUMBER CENTRAL CORRESPONDENCE FILE (DLN FILE)</u></p> <p>These files start with the period January 1985 and consist of general administrative, project, and program incoming and outgoing correspondence received at LaRC maintained in microfilm format.</p>	
		1. Paper originals as received.	<p>MICROFILM RECORDS WITHIN 6 MONTHS OF RECEIPT, CREATING 2 SILVER HALIDE COPIES. DESTROY PAPER COPIES UPON VERIFICATION OF MICROFILM IMAGE WITHIN 1 MONTH OF FILMING PROCESS. <DA: N1-255-94-1></p>

		<p>2. Microfilm Copies</p> <p>These records are in microfilm format and are operated on an IBM or compatible system and documents/records are located on this system via the use of a "Keyword" search program.</p> <p>(SEE ITEM 3.)</p>	
		(a) DLN copy.	<p>RETAIN ON-SITE IN THE CORRESPONDENCE AND RECORDS MANAGEMENT SECTION UNTIL NO LONGER NEEDED. OFFER TO LaRC HISTORY OFFICE AT THAT TIME. DESTROY WHEN 75 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS EARLIER.</p> <p><DA: N1-255-94-1></p>
	23	(b) Original and duplicate.	<p>* PERMANENT *</p> <p>TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD.</p> <p><DA: N1-255-94-1></p>
		<p>3. LaRC Correspondence System.</p> <p>This system serves as the finding aid to the DLN Central Correspondence Files. (This system was established in 1985.) [Covers 1985 to Present.]</p>	<p>* PERMANENT *</p> <p>TRANSFER DATA AND SUPPORTING DOCUMENTATION TO NARA IN 5-YEAR BLOCKS. TRANSFER 1 COPY OF THE PROGRAM AND DOCUMENTATION, 1 COPY OF THE DATABASE INFORMATION, ASSOCIATED DOCUMENTATION, AND A USER'S MANUAL WITH THE FIRST TRANSFER OF PERMANENT MICROFILM AS IDENTIFIED IN ITEM 2. TRANSFER ANY UPDATES WITH SUBSEQUENT TRANSFERS OF MICROFILM.</p> <p><DA: N1-255-94-1></p>
1216	24	TRANSITORY OR TEMPORARY INTERNAL ADMINISTRATIVE FILES	<p>ITEM DISCONTINUED. RECORDS COVERED BY ITEM 1/78G. [GRS 23-7]</p>

1216	25	ROUTINE CONTROL FILES Job control records, status cards, routing slips, work processing sheets, correspondence control forms, receipts for records charge-out, and other similar records used solely to control or document the status of correspondence, reports, or other records that are authorized for destruction.	REMOVE FROM RELATED RECORDS AND DESTROY OR DELETE WHEN 2 YEARS OLD OR 2 YEARS AFTER THE DATE APPLICABLE. [GRS 23-8] (N 24-18)
1220		Role of General Management	Contact Center Records Mgr.
1230		Program Management	Contact Center Records Mgr.
1240		Functional Management	(see below)
1240	26	INTERNAL MANAGEMENT FILES Records relating to internal management and operation of the unit.	DESTROY WHEN 2 YEARS OLD. [GRS 13-6]
1250		Institutional Management	Contact Center Records Mgr.
1260		Budget (Management of)	Contact Center Records Mgr.
1270		Productivity and Quality Enhancement – TQM	Contact Center Records Mgr.
1271		National Partnership for Reinventing Government	Contact Center Records Mgr.
1272		Government Performance Results Act (GPRA)	Contact Center Records Mgr.
1280		Quality Management Systems	(see below)
1280	26.5	QUALITY MANAGEMENT FILES Files related to the status of the overall effectiveness of the Quality System at the NASA installations. Records include audits, oversight of corrective action, management review activities, quality system metrics evaluations, and correspondence with external auditor.	
		A. <u>CENTER-OFFICE OF PRIMARY RESPONSIBILITY</u> Recordkeeping copy (paper)	DESTROY WHEN 7 YEARS OLD. <DA: N1-255-99-3>
		B. <u>ALL OTHER OFFICES</u> Recordkeeping copy (paper) (When not covered elsewhere in these schedules.)	DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-99-3>

		C. <u>ELECTRONIC COPIES</u> generated on office automation applications such as E-mail and word processing applications.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-99-3>
1300		External Relationships	Contact Center Records Mgr.
1305		Escort Services	Contact Center Records Mgr.
1310		Legislative Branch	Contact Center Records Mgr.
1311		Congress	(see below)
1311	27	CONGRESSIONAL CORRESPONDENCE FILES A. and B. See Item 15/B Congressional Correspondence Files. (New item replaced N1-255-94-1 and N 1-15 in April 2001.)	
		C. See Item 15/D Publications requests from Congressmen. (New item replaced N1-255-94-1 and N 1-16 in April 2001.)	
1311	28	REPORTS TO CONGRESS	
		A. See Item 15/A/2/(a) HQ Office of Legislative Affairs. (New Item replaced N1-255-94-1 and N 1-12 in April 2001.)	
		B. See Item 15/A/2/(b) All other offices and copies. (New item replaced N1-255-94-1 in April 2001.)	
1312		General Accounting Office (GAO)	(see below)
1312	29	GENERAL ACCOUNTING OFFICE (GAO) EXCEPTIONS FILES/NOTICES GAO notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence.	DESTROY 1 YEAR AFTER EXCEPTION HAS BEEN REPORTED AS CLEARED BY GAO. [GRS 6-2] (N 2-2)
1313		Government Printing Office (GPO)	Contact Center Records Mgr.
1314		Library of Congress	Contact Center Records Mgr.
1315		Judicial Branch	Contact Center Records Mgr.
1316		Supreme Court of the United States	Contact Center Records Mgr.
1320		Executive Branch	(see below)
1320	30	LEGISLATION FILES – PROPOSED See Item 15.1 Legislation Files – Proposed	

1321		White House Referrals	Contact Center Records Mgr.
1322		Executive Office of the President (EOP)	Contact Center Records Mgr.
1323		Office of Management and Budget (OMB)	Contact Center Records Mgr.
1324		Office of Personnel Management (OPM)	Contact Center Records Mgr.
1325		Executive Agencies / Departments	Contact Center Records Mgr.
1328		Department of Defense	(see below)
1328	31	MILITARY REPORTS Reports and copies of documents from the Departments of the Army, Navy, Air Force, and Defense.	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1> (N 1-33)
1330		Independent Establishments and Government Corporations	Contact Center Records Mgr.
1340		State and Local Government	Contact Center Records Mgr.
1350		Nongovernmental Organizations	Contact Center Records Mgr.
1355		University Affairs	(see below)
1355	32	UNIVERSITY AFFAIRS PROGRAM FILES These are case files kept alphabetically by individual, by program. Case files will typically include, but not be limited to, application forms, transcripts, proposals, and letters of recommendations, as appropriate for each program. Records in this series may include any other associated correspondence or documentation related to the operation and functions of the program. Programs include, but are not limited to: Advanced Designee Program NASA/USRA ASEE Summer Faculty Fellowship Program Graduate Program in Aeronautics Graduate Student Researchers Program (GSRP) Graduate Student Researchers Program/UMF Historically Black Colleges and Universities (HBCU) Space Technology Development and Utilization Program (STDP) Joint Institute for Advancement of Flight Sciences (JIAFS) Langley Aerospace Research Summer Scholars Program (LARSS)	

		NASA Space Engineering Research Center Program National Research Council (NRC) Resident Research Associateship Program National Space Grant College and Fellowship Program Other Minority University Programs	
		A. <u>OFFICE OF PRIMARY RESPONSIBILITY:</u> University Affairs	RETAIN ON-SITE. DESTROY 5 YEARS AFTER COMPLETION OF RESPECTIVE PROGRAM. <DA: N1-255-94-1>
		B. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN NO LONGER NEEDED OR WHEN REFERENCE VALUE CEASES. <DA: N1-255-94-1>
	32	C. <u>ROSTERS OR LISTS OF PARTICIPANTS/INDIVIDUALS IN RESPECTIVE PROGRAMS</u>	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
1356		General NASA University Policy and Relationships	Contact Center Records Mgr.
1357		Unsolicited Proposals from Universities	Contact Center Records Mgr.
1358		Functional Management of University Programs	Contact Center Records Mgr.
1359		University R&D Support	Contact Center Records Mgr.
1360		International Affairs/Programs	(see below)
1360	33	INTERNATIONAL CORRESPONDENCE Correspondence with private individuals outside of the U.S. requesting information or publications.	DESTROY 2 YEARS AFTER RESPONSE TO REQUEST. <DA: N1-255-94-1> (N 1-11)
1362		Cooperative Projects	(see below)
1362	34	INTERNATIONAL ACTIVITIES FILES Case files on NASA international activities; includes correspondence, reports, agreements, and all related papers.	* PERMANENT * TRANSFER TO NARA WHEN ACTIVITY CEASES, OR WHEN 30 YEARS OLD. <DA: N1-255-94-1> (N 1-10)
1365		International Organizations	Contact Center Records Mgr.
1367		Support of Overseas Operations	Contact Center Records Mgr.
1370		Foreign Visits and Visitors	(see below)

1370	35	FOREIGN NATIONAL VISITORS FILES Documents relating to the visits of foreign nationals, including authorizations, security clearances, itineraries, correspondence, and reports.	DESTROY 2 YEARS AFTER TERMINATION OF VISIT. <DA: N1-255-94-1> (N 19-17)
1370	36	VISITOR OPINION CARDS Forms completed by visitors to centers showing their opinion of the facilities.	DESTROY 6 MONTHS AFTER VISIT. <DA: N1-255-94-1> (N 19-20)
1371		Foreign National Access to NASA	Contact Center Records Mgr.
1373		NASA Travel Abroad	Contact Center Records Mgr.
1374		International Fellowships	Contact Center Records Mgr.
1376		Resident Research Associateships	Contact Center Records Mgr.
1378		Training of Foreign Nationals	Contact Center Records Mgr.
1380		Public Affairs	(see below)
1380	37	COMMUNITY RELATIONS FILES	
		A. Documentation showing the development, maintenance, and improvement of relations between NASA and the community. GSFC: These are meetings between local leaders in business/political areas to show/demonstrate what GSFC is doing in the local community, rotary clubs, Chamber of Commerce, etc.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 19-19)
	37	B. Records relating to speeches, tours, personal appearances, and other such routine activities.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 19-19)
1380	38	STATISTICAL REPORTS FILES Statistics regarding public affairs activities of Centers for use in compiling semiannual report, including statistics regarding dissemination of publications and number of publications in stock.	
		A. <u>HQ: PUBLIC AFFAIRS (OPR)</u>	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 19-8)
		B. <u>CENTERS</u> : Office of Primary Responsibility	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1> (N 19-8)

		C. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 19-8)
1380	38.5	TRANSITORY BULLETINS AND NOTICES Documents of short-term interest, including in electronic form (e.g., e-mail messages), which have no documentary or evidential value and normally need not be kept more than 90 days. This series consists of bulletins, newsletters, and notices, published via hard copy distribution or electronic Web page posting which provide routine information of a transitory nature to Center personnel on notifications of meetings (internal and external), onsite activities, and operational information for the Center such as notices of holidays, bond campaigns, charity and welfare fund appeals.	DESTROY IMMEDIATELY, OR WHEN NO LONGER NEEDED FOR REFERENCE, OR UNDER A PREDETERMINED SCHEDULE OR BUSINESS RULE (E.G., IMPLEMENTING THE AUTO-DELETE FEATURE OF "LIVE" ELECTRONIC MAIL SYSTEMS). [GRS 23-7]
1380	39	NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS Periodic newsletter, bulletins, or similar types of official Center publications that contain information relating to Center facilities, operations, significant projects, mission development, personnel, social fabric, and any other information of interest to NASA employees.	
		A. Record Copy.	*PERMANENT* TRANSFER ONE COPY OF EACH ISSUE TO NARA ANNUALLY IN ONE-YEAR BLOCKS AT THE END OF EACH CALENDAR YEAR. IF IN ELECTRONIC FORMAT, TRANSFER IN ACCORDANCE WITH 36 CFR 1228.270 AND CURRENT NARA GUIDANCE. <DA: N1-255-05-01>
		B. Record Copy.	TEMPORARY. TRANSFER A SECOND COPY OF EACH ISSUE TO LOCAL CENTER HISTORY OFFICE. DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-05-01>

		C. Hard copy originals used to create imaged record copy on electronic media.	TEMPORARY. DESTROY/DELETE AFTER VERIFICATION OF ELECTRONIC RECORD COPY. <DA: N1-255-05-01>
1380	40 PASR	BIOGRAPHICAL RECORDS FOR PUBLIC AFFAIRS - NASA 10 BRPA Current biographical information about principal and prominent management and staff officials, program and project managers, scientists, engineers, speakers, other selected employees, involved in newsworthy activities, and other participants in agency programs, with a recent photograph when available. Data items are those generally required by NASA or the news media in preparing news or feature stories about the individual and/or the individual's activity with NASA.	
1380	41	AUDIENCE REPORT FORMS	
1382		Release of Information	(see below)
1382	42	PRIVACY ACT REQUEST FILES 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 a copy thereof.	
		A. Correspondence and supporting documents (EXCLUDING 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. [GRS 14-21a(1)]
		2. Responding to requests for non-existent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
		(a) Requests NOT appealed.	DESTROY 2 YEARS AFTER DATE OF REPLY. [GRS 14-21a(2)(a)]
		(b) Requests appealed.	DESTROY AS AUTHORIZED UNDER ITEM 43. [GRS 14-21a(2)(b)]
		3. Denying access to all or part of the records requested.	

		(a) Requests NOT appealed.	DESTROY 5 YEARS AFTER DATE OF REPLY. [GRS 14-21a(3)(a)]
		(b) Requests appealed.	DESTROY AS AUTHORIZED UNDER ITEM 43. [GRS 14-21-a(3)(b)]
		B. Official file copy of requested records.	DISPOSE OF IN ACCORDANCE WITH APPROVED AGENCY DISPOSITION INSTRUCTIONS FOR THE RELATED RECORDS, OR WITH THE RELATED PRIVACY ACT REQUEST, WHICHEVER IS LATER. [GRS 14-21(b)]
1382	43	PRIVACY ACT AMENDMENT CASE FILES	
		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 for under 5 U.S.C. 552a(g).	
		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.	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. [GRS 14-22a]
		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 refusal to amend a record, and related materials.	DISPOSE OF IN ACCORDANCE WITH THE APPROVED DISPOSITION INSTRUCTIONS FOR THE RELATED SUBJECT INDIVIDUAL'S RECORD, OR 4 YEARS AFTER FINAL DETERMINATION BY THE AGENCY, OR 3 YEARS AFTER FINAL ADJUDICATION BY COURTS, WHICHEVER IS LATER. [GRS 14-22b]

		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. [GRS 14-22c]
1382	44	PRIVACY ACT ACCOUNTING OF DISCLOSURE FILES 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.	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. [GRS 14-23]
1382	45	PRIVACY ACT CONTROL FILES	
		Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of the requestor.	
		A. <u>REGISTERS OR LISTINGS</u>	DESTROY 5 YEARS AFTER DATE OF LAST ENTRY. [GRS 14-24(a)]
		B. <u>ALL OTHER OFFICE/COPIES</u>	DESTROY 5 YEARS AFTER FINAL ACTION BY THE AGENCY OR FINAL ADJUDICATION BY COURTS, WHICHEVER IS LATER. [GRS 14-24(b)]
1382	46	PRIVACY ACT REPORTS FILES	
	46	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.	
		A. <u>NASA ANNUAL REPORTS TO CONGRESS MAINTAINED AT AGENCY LEVEL OFFICE AT HEADQUARTERS</u>	* PERMANENT * RETIRE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA WHEN 15 YEARS OLD. <DA: N1-255-94-1>

		B. <u>ALL OTHER REPORTS/COPIES</u>	DESTROY WHEN 2 YEARS OLD. [GRS 14-25]
1382	47	PRIVACY ACT GENERAL ADMINISTRATIVE FILES Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	DESTROY WHEN 2 YEARS OLD. [GRS 14-26]
1382	48	PRESS SERVICE FILES Press service teletype news and similar materials.	DESTROY WHEN 3 MONTHS OLD. [GRS 14-3]
1382	49	FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FILES 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.	
		A. <u>CORRESPONDENCE AND SUPPORTING DOCUMENTS</u> (EXCLUDING the official file copy of the copy of the records requested if filed herein).	
		1. Granting access to all the requested records.	DESTROY 2 YEARS AFTER DATE OF REPLY. [GRS 14-11a(1)]
		2. Responding to requests for non-existent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
		(a) Requests NOT appealed.	DESTROY 2 YEARS AFTER DATE OF REPLY. [GRS 14-11a(2)(a)]
		(b) Requests appealed.	DESTROY 6 YEARS AFTER FINAL DETERMINATION BY AGENCY OR 6 YEARS AFTER THE TIME AT WHICH A REQUESTER COULD FILE SUIT OR 3 YEARS AFTER FINAL ADJUDICATION BY THE COURTS, WHICHEVER IS LATER. [GRS 14-11a(2)(b)]
	49	3. Denying access to all or part of the records requested.	

		(a) Requests NOT appealed.	DESTROY 6 YEARS AFTER DATE OF REPLY. [GRS 14-11a(3)(a)]
		(b) Requests appealed.	DESTROY 6 YEARS AFTER FINAL DETERMINATION BY AGENCY OR 6 YEARS AFTER THE TIME AT WHICH A REQUESTER COULD FILE SUIT OR 3 YEARS AFTER FINAL ADJUDICATION BY THE COURTS, WHICHEVER IS LATER. [GRS 14-11a(3)(b)]
		<u>B. OFFICIAL FILE COPY OF REQUESTED RECORDS</u>	DISPOSE OF IN ACCORDANCE WITH PROPER SCHEDULE ITEM OR WITH THE RELATED FOIA REQUEST, WHICHEVER IS LATER. [GRS 14-11b]
1382	50	FOIA REPORTS Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Congress.	
		<u>A. NASA ANNUAL REPORTS TO CONGRESS MAINTAINED AT THE AGENCY LEVEL</u> Record Copies: HQ ONLY	* PERMANENT * RETIRE TO FRC WHEN 3 YEARS OLD. TRANSFER TO NARA WHEN 15 YEARS OLD. <DA: N1-255-94-1>
		<u>B. RECURRING REPORTS AND . . . INFORMATION ACT, EXCLUDING ANNUAL REPORTS TO THE CONGRESS</u>	DESTROY WHEN 2 YEARS OLD. [GRS 14-14]
		<u>C. ALL OTHER COPIES/REPORTS</u>	DESTROY WHEN 2 YEARS OLD OR SOONER IF NO LONGER NEEDED FOR ADMINISTRATIVE USE. <DA: N1-255-94-1>
1382	51	FOIA ADMINISTRATIVE FILES Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	DESTROY WHEN 2 YEARS OLD. [GRS 14-15]

1382	52	FOIA APPEALS FILES 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.	
	52	A. <u>CORRESPONDENCE AND SUPPORTING DOCUMENTS</u> (EXCLUDING the file copy of the records under appeal if filed herein).	DESTROY 6 YEARS AFTER FINAL DETERMINATION BY AGENCY OR 6 YEARS AFTER THE TIME AT WHICH A REQUESTER COULD FILE SUIT OR 3 YEARS AFTER FINAL ADJUDICATION BY THE COURTS, WHICHEVER IS LATER. [GRS 14-12(a)]
		B. <u>OFFICIAL FILE COPY OF RECORDS UNDER APPEAL</u>	DISPOSE OF IN ACCORDANCE WITH SCHEDULE ITEM OR WITH THE RELATED FOIA REQUEST, WHICHEVER IS LATER. [GRS 14-12(b)]
1382	53	FOIA CONTROL FILES 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.	
		A. <u>REGISTERS OR LISTINGS</u>	DESTROY 6 YEARS AFTER DATE OF LAST ENTRY. [GRS 14-13a]
		B. <u>ALL OTHER FILES/COPIES</u>	DESTROY 6 YEARS AFTER FINAL ACTION BY THE AGENCY OR AFTER FINAL ADJUDICATION BY THE COURTS WHICHEVER IS LATER. [GRS 14-13b]
1382	54	NEW RELEASES One copy of each prepared statement or announcement issued for distribution to the news media. Published or processed documents, such as "Press Kits," "Fact Sheets," "Current News," and all other materials used mainly for news media.	

		News releases that announce events such as adoption of new programs, terminations of old programs, major shifts in policy, and changes in senior agency personnel and may be a textual record such as a formal press release or non-textual, such as films, video, or sound recordings (typically cleared through HQ).	
		A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u> HQ: Office of Public Affairs (Will maintain ONE record copy of each document)	* PERMANENT * RETIRE TEXTUAL RECORDS TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 19-1) AUDIO VISUAL RECORDS ARE TO BE TRANSFERRED TO NARA IN ACCORDANCE WITH MEDIUM OF CREATION. RETIRE IN 5 YEAR BLOCKS WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 19-1)
	54	B. <u>STENNIS SPACE CENTER ONLY</u> The following items as originally produced and distributed by SSC both on-site and locally by the Office of Public Affairs: News Releases - Fact Sheets – Brochures	* PERMANENT * TRANSFER ANNUALLY TO NARA, SOUTHEAST REGION, 1557 ST. JOSEPH AVE., EAST POINT, GA 30344, WITH ANY ASSOCIATED LOGS OR INDEXES. <DA: N1-255-94-1>
		C. <u>ALL OTHER CENTERS, OFFICES, OR COPIES</u>	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1>
1382	55	INFORMATION REQUEST FILES Requests for information and copies of replies thereto, involving no administrative actions, no policy decision, and no special compilations or research and requests for transmittals of publications, photographs, and other informational literature.	DESTROY WHEN 3 MONTHS OLD. [GRS 14-1] (N 19-21)
1382	56	INFORMATION SERVICE REPORTS Routine requests for exhibits, speakers, tours, and personal appearances by NASA officials and astronauts.	DESTROY WHEN 5 YEARS OLD, OR WHEN NO LONGER NEEDED FOR REFERENCE WHICHEVER IS FIRST. <DA: N1-255-94-1>

1382	57	NASA RADIO PRESENTATIONS Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)	
		A. 1992 AND EARLIER One copy of each radio program as created by NASA and provided to the general public and radio stations. Formats can consist of, but are not limited to: NASA Radio Special Reports; Audio News Features; and Space Notes. (Mediums of transfer consist of: Reel-to-reel; cassettes; transcripts; etc.)	* PERMANENT * RETIRE TO FRC 1 YEAR AFTER RELEASE OR DELIVERY. TRANSFER TO NARA WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 19-3)
		B. 1993 AND CONTINUING	
		1. NASA Space Stories. These are stories of interest about NASA programs/projects. Stories are created as weekly radio shows and are distributed every 4 weeks. Masters consist of 4 stories approximately 4 1/2 minutes in length and 4 items entitled "Frontiers" each is a 90 second version of the Space Story. English and "Spanish" versions of each program, including a written translation, if one exists.	* PERMANENT * TRANSFER 1 PRODUCTION MASTER (1/4" OPEN REEL-TO-REEL TAPE) AND 1 DUBBED CASSETTE COPY TO NARA ANNUALLY, ALONG WITH 1 HARD COPY OF THE LABEL INFORMATION FOR EACH CASSETTE. <DA: N1-255-94-1> (N 19-3)
		NOTE: Spanish versions of the NASA Radio programs consist of the NASA Space Stories produced approximately every 1-2 weeks every 4 weeks with one 4 1/2 minute and one 90 second story which duplicate/copy an English story.	
	57	2. NASA Special Reports.	* PERMANENT * SEE ABOVE DISPOSITION B.1. <DA: N1-255-94-1>
		3. NASA Space Notes. Radio programs created by NASA and provided to the general public and radio stations.	* PERMANENT * SEE ABOVE DISPOSITION B.1. <DA: N1-255-94-1>
		C. NASA OFFICIAL INTERVIEWS	
		1. Raw and Routine interviews. These are interviews done for research and background information for production of NASA Space Stories and Frontiers. (These interviews have been produced on DAT Tapes, cassettes, and 1/4" reel-to-reel tapes.)	DESTROY WHEN 2 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-94-1>

		<p>2. Special Interest Interviews.</p> <p>These are unique interviews with NASA officials concerning current items, issues, or research programs/projects of interest or of special significance to NASA.</p>	<p>* PERMANENT * TRANSFER 1 PRODUCTION MASTER AND 1 DUBBED CASSETTE COPY TO NARA ANNUALLY ALONG WITH 1 HARD COPY OF ANY LABEL OR BACKGROUND INFORMATION CREATED. <DA: N1-255-94-1></p>
		<p>D. <u>SOUND EFFECTS</u></p> <p>These consist of noises used in the production of NASA's radio programs, i.e., telemetry sounds; rocket blast-offs; shuttle launches; etc.</p>	<p>DESTROY WHEN NO LONGER IN ACTIVE AGENCY USE. [GRS 21-24]</p>
1382	58	<p>PAO CLIPPING FILES (SSC ONLY)</p> <p>Files of articles appearing in technical, trade, commercial publications or magazines on NASA and/or the space program in general. Files may include information collected, which pertains to specific programs being conducted at Stennis or any other center with regard to space and aeronautics research.</p>	<p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE VALUE OR TRANSFER TO SSC HISTORIAN'S OFFICE. IF TRANSFERRED TO THE HISTORIAN, THAT OFFICE WILL DESTROY WHEN NO LONGER NEEDED. RECORDS CANNOT BE RETIRED TO AN FRC. <DA: N1-255-94-1></p>
1383		Audio Visual News Material	(see below)
1383	59	<p>POSTERS - EDUCATIONAL</p> <p>Wall Sheets, posters, educational materials, relating to the programs and mission of the Agency done at NASA's request. (This series does not include contractor generated and produced material over which NASA has no control; or incidental posters such as blood drives, Combined Federal Campaign, Thrift Savings Program, etc.)</p>	<p>* PERMANENT * TRANSFER 2 COPIES ANNUALLY DIRECTLY TO NARA. <DA: N1-255-94-1></p>
1383	60	<p>POCKET STATISTICS</p> <p>Contains in summary format agency data on activities, events, personnel, financial data, employment statistics, and other data used in the operation and functioning of the Agency.</p>	<p>* PERMANENT * TRANSFER 2 COPIES ANNUALLY OR IN-YEAR-OF CREATION IF NOT PUBLISHED ON AN ANNUAL BASIS, DIRECTLY TO NARA. <DA: N1-255-94-1></p>
1384		Public Appearances	(see below)
1384	61	EVENTS CALENDAR FILES	

		A. Calendars showing when and where special events concerning NASA take place, such as speeches, exhibits, tours, conferences, and other major events.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL. (N 19-4)
		B. All other offices/copies.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL. (N 19-4)
1385		Speeches and Speakers	(see below)
1385	62	SPEECH FILES Official speeches by NASA personnel. Speeches, addresses, comments, and remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of state and local governments, or private groups.	
		A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u>	* PERMANENT * RETIRE TO FRC 1 YEAR AFTER RELEASE. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 19-2)
		B. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1>
1385	63	SCRIPT FILES Official film, radio, and television scripts.	
		A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u>	* PERMANENT * RETIRE TO FRC 1 YEAR AFTER RELEASE OR DELIVERY. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 19-3)
		B. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1> (N 19-3)
1387		Exhibits	(see below)
1387	64	PUBLICATIONS	

	64	A. <u>ONE COPY OF EACH OFFICIAL NASA PUBLICATION</u>	* PERMANENT * TRANSFER 1 COPY ANNUALLY OF ALL PUBLICATIONS CREATED TO NARA. <DA: N1-255-94-1> (N 19-10)
		B. <u>PRE-PUBLICATION MATERIAL</u> (General publication files, i.e. STI, R&D, publications held at CASI - See Schedule 2, AFS 2220)	RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 19-10)
1387	65	EXHIBITS	
		A. <u>SMALL ROUTINE EXHIBITS</u> Files consist of case records and related documentation/materials, pictures of set-up/design, and specification sheets.	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
		B. <u>LARGE MAJOR EXHIBITS</u> Files include visitor centers and major off-site exhibits including pictures of set-up/design, specifications sheets and related papers.	* PERMANENT * RETAIN EXHIBIT MATERIAL/ DOCUMENTATION ON-SITE FOR 2 YEARS AFTER EXHIBIT IS CLOSED OR REMOVED, THEN TRANSFER TO NARA. <DA: N1-255-94-1>
		C. <u>SPECIAL EXHIBITS</u> Files consist of case files on special project/exhibits, unique programs, including photographs of the project/exhibit. Examples of such exhibits are, but not limited to: World Fairs Air Show(s) Exhibits for the Blind	* PERMANENT * TRANSFER TO NARA 5 YEARS AFTER COMPLETION OF PROJECT/ EXHIBIT OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
1387	66	FILM FILES (JSC ONLY) Records created with regard to films, comprised of contractor cost records and contain contractor-proprietary information.	RECORDS ARE RETAINED AT JOHNSON SPACE CENTER FOR 5 YEARS AFTER TERMINATION OF CONTRACT; THEN DESTROY. <DA: N1-255-94-1>
1389		Conferences	Contact Center Records Mgr.
1390		Education Programs General	Contact Center Records Mgr.
1392		Educational Programs	(see below)

1392	67	<p>PRE-PUBLICATION MATERIAL - EDUCATIONAL</p> <p>Files consist basically of separations, photographs, camera-ready artwork used primarily to produce final educational publications.</p>	<p>RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD, EARLIER DESTRUCTION IS AUTHORIZED IF MATERIAL IS NO LONGER NEEDED OR USEFUL.</p> <p><DA: N1-255-94-1></p>
1392	68	<p>EDUCATIONAL PROGRAMS</p> <p>Files of the Spacemobile Operations, schedules, attendance, contract files. Files also know as "AESP" Aerospace Education Services Program, are included in this series. In addition, records of school attendance/ visits are filed in this category. Other records that are considered similar and are included in this series are:</p> <ul style="list-style-type: none"> - Governor School Program: Program designed for gifted students; run by the State Department. - Explorer Scouts Program: Program for high school students during the regular school year. - NEWEST Program: Workshop for teachers; taught 2-weeks every year. <p>NOTE: These records may also be a part of the SHARP system of records (NASA 10 SPER--PASR).</p>	<p>RETIRE TO FRC WHEN 2 YEARS OLD, DESTROY WHEN 10 YEARS OLD.</p> <p><DA: N1-255-94-1> (N 19-7)</p>
1392	69	<p>EDUCATIONAL PUBLICATIONS</p> <p>A quarterly publication containing information for teachers on NASA's recent, past, and future educational activities/programs, such as:</p> <p>"Report to Educators" and "Educational Horizons;" etc.</p>	<p>PERMANENT *</p> <p>TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 10 YEARS OLD.</p> <p><DA: N1-255-94-1></p>
1392	70	<p>TEACHER WORKSHOP FILES</p> <p>Files of teacher workshops showing number of seminars, location, attendance, and brief outlines of programs. Included in these records are requests for services and teacher resource files.</p>	<p>RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD.</p> <p><DA: N1-255-94-1></p>
1394		Educational Services	(see below)

1394	71	<p>MOTION PICTURE FILMS</p> <p>NOTE: The following dispositions are for FILM ONLY. VIDEO productions are in SCHEDULE 2 and SCHEDULE 8 of this handbook.</p> <p><u>FILM FOOTAGE THAT MAY BE DISPOSED OF:</u></p> <ul style="list-style-type: none"> - Extra copies (master positives; duplicate negatives or prints) of original materials, which have been forwarded to NARA or the appropriate FRC. - Original film footage, which is unusable because of inferior quality. - Copies of motion pictures which were made by other agencies and which are no longer useful or do not pertain to NASA activities. 	
	71	A. <u>GENERAL:</u>	
		1. Films acquired from outside sources for personnel and management training.	DESTROY 1 YEAR AFTER COMPLETION OF TRAINING PROGRAM. [GRS 21-9]
		2. Films acquired from outside sources for personnel entertainment and recreation.	DESTROY WHEN NO LONGER NEEDED. [GRS 21-10 (88)]
		3. Routine surveillance footage.	DESTROY WHEN 6 MONTHS OLD. [GRS 21-11]
		4. Routine scientific, medical, or engineering footage.	DESTROY WHEN 2 YEARS OLD. [GRS 21-12]
		5. Duplicate prints and pre-print elements not required for preservation.	DESTROY WHEN NO LONGER NEEDED. [GRS 21-13 (88)]
		<p>B. <u>R&D PROJECTS:</u></p> <p>Film produced by centers or contractors for research and development projects/programs which require photographic (film) support.</p>	
		<p>1. Complete film reports.</p> <p>(Finished Productions Only)</p>	<p>* PERMANENT *</p> <p>RETAIN ON-SITE FOR 5 YEARS. TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD. MATERIALS TO BE INCLUDED: ORIGINAL NEGATIVE OR COLOR ORIGINAL PLUS SOUND AND ONE PROJECTION PRINT. COORDINATE THIS</p>

			TRANSFER WITH NASA HQ BEFORE SHIPMENT. <DA: N1-255-94-1>
		2. Engineering film - which has documentary (historical) value as well as technical value.	SEE AND APPLY ABOVE DISPOSITION.
		3. Other engineering film footage necessary for development and performance testing, which has been documented in project reports.	TRANSFER TO FRC 1 YEAR AFTER PROJECT COMPLETION, CANCELLATION, OR TERMINATION. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1>
		C. <u>SOUND TRACKS</u>	
		1. Sound tracks created with agency sponsored films or R&D projects. (See Also B. and D. of this item.)	* PERMANENT * TRANSFER WITH ORIGINAL FILM ALONG WITH IDENTIFYING INFORMATION IF POSSIBLE. <DA: N1-255-94-1>
		2. Sound tracks that are pre-mix sound elements created during the course of a motion picture, television, or radio production.	DESTROY IMMEDIATELY AFTER USE. [GRS 21-24]
		3. Library sound recordings (e.g., effects, music).	DESTROY WHEN NO LONGER NEEDED. [GRS 21-25 (88)]
	71	D. <u>AGENCY SPONSORED FILMS - OTHER:</u>	
		1. Films used for the visual presentation of information to the public.	
		(a) Office of Primary Responsibility: Examples of such films are, but not limited to: Television news releases and information reports, i.e., "NASA Highlights" - Press conf. mission reports "Resource Tape" - Rough cut edit with sound track "Post Launch Briefing Clip"	* PERMANENT * RETAIN FILM ON-SITE FOR 5 YEARS. TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD. MATERIAL TO BE INCLUDED: ORIGINAL NEGATIVE OR COLOR ORIGINAL PLUS SOUND TRACK; AND INTERMEDIATE MASTER POSITIVE OR DUPLICATE NEGATIVE PLUS SOUND TRACK; AND SOUND PROJECTION PRINT, ALONG WITH COMPLETE IDENTIFYING INFORMATION. COORDINATE WITH NASA HQ BEFORE SHIPMENT. <DA: N1-255-94-1>

		(b) All other offices/copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES. <DA: N1-255-94-1>
		(c) Original film used to create the "Highlights" and "Resource Tape".	TRANSFER TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-94-1>
		2. Films (internal) such as training films that explain agency functions or activities intended for internal or external distribution.	* PERMANENT * RETAIN ON-SITE FOR 5 YEARS. TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD. MATERIALS INCLUDED: ORIGINAL NEGATIVE OR COLOR ORIGINAL PLUS SOUND TRACK, AND ONE PROJECTION PRINT. COORDINATE WITH NASA HQ BEFORE SHIPMENT. <DA: N1-255-94-1>
		3. Films of sponsored television news releases, public service (or "spot") announcements and information reports other than those identified in B., D.1. and D.2. above.	* PERMANENT * RETAIN ON-SITE FOR 5 YEARS. TRANSFER TO NARA (COLLEGE PARK, MD) WHEN 5 YEARS OLD. <DA: N1-255-94-1>
		4. Library copies of films.	DESTROY WHEN FILM BECOMES INACTIVE OR DAMAGED. <DA:N1-255-94-1>
1395		Foreign Government Awards	Contact Center Records Mgr.
1400		Administrative Management Programs	Contact Center Records Mgr.
1410		Directives Management Programs	(see below)
1410	72	FORMAL DIRECTIVES, NASA MANAGEMENT INSTRUCTIONS (NMI), PROCEDURAL, AND OPERATING MANUALS Formal directives distributed as orders, circulars, or in loose-leaf manual form announcing major changes in the Agency's policies and procedures. Normally these are issued by authority of the head of the agency. Extensive procedures are frequently detailed in operating manuals.	

72	<p>A. <u>HEADQUARTERS - AGENCY LEVEL</u></p> <p>OPR: Management Operations Division, NASA Headquarters</p> <p>Issuances related to agency program functions. Management issuance office Responsible for maintaining all records and background material pertaining to each published instruction, handbook, policy directive, etc. Included in this series is the case files related to the issuance which document aspects of the development of the issuance, including significant backup, comments; original signature pages; etc.</p>	<p>* PERMANENT * RETIRE TO FRC 1 YEAR AFTER BECOMING OBSOLETE OR SUPERSEDED. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 1-2)</p>
	<p>B. <u>CENTERS</u></p>	
	<p>1. FORMAL ISSUANCES – SEE ABOVE DESCRIPTION</p>	<p>* PERMANENT * RETIRE TO FRC 5 YEARS AFTER CANCELLATION OR WHEN SUPERSEDED. TRANSFER TO NARA REGIONAL ARCHIVE IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1></p>
	<p>2. ROUTINE ISSUANCES Issuances related to routine administration functions (i.e., payroll, procurement, personnel, etc.)</p>	<p>DESTROY WHEN SUPERSEDED OR OBSOLETE. [GRS 16-1a]</p>
	<p>Case files related to the above documents.</p>	<p>DESTROY WHEN ISSUANCE IS DESTROYED. [GRS 16-1b]</p>
	<p>C. <u>OFFICES PROMULGATING POLICIES, PROCEDURES, INSTRUCTIONS, ETC. TO BE PUBLISHED</u></p>	<p>TRANSFER BACKGROUND AND RELATED MATERIAL TO AGENCY LEVEL ISSUANCE OFFICE (ITEM A.) <DA: N1-255-94-1></p>
	<p>D. <u>COPIES OF THIS MATERIAL RETAINED IN PROMULGATING OFFICE</u></p>	<p>DESTROY COPIES OF RECORD MATERIAL WHEN NO LONGER NEEDED. <DA: N1-255-94-1></p>
	<p>E. <u>ALL OTHER OFFICES/COPIES, INCLUDING ELECTRONIC VERSIONS</u></p>	<p>DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED. <DA: N1-255-94-1></p>
1412	<p>Office of the Federal Register</p>	

1412	72.5	<p>DOCUMENTS PUBLISHED IN THE FEDERAL REGISTER</p> <p>NOTE: Agency files documenting the development, clearance, and processing of proposed and final rules for publication in the Federal Register are not covered by this item. They must be scheduled individually so that NARA can conduct an analysis and appraisal to determine their appropriate disposition.</p>	
	72.5	A. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b(e)(3); hearings and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the Code of Federal Regulations.	DESTROY WHEN 1 YEAR OLD. [GRS 16-13a]
		B. Files documenting the processing of semiannual regulatory agenda.	DESTROY WHEN 2 YEARS OLD. [GRS 16-13b]
1415		Reports Management	(see below)
1415	73	<p>REPORTS CONTROL FILES</p> <p>Case files and documents used to control and maintain assignment of reports control symbols, including reports on studies, decisions, registers, ledgers, and correspondence. Files are maintained for each Agency report created or proposed, including public use reports. Included are clearance forms, including OMB 83 (formerly SF 83); copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.</p>	DESTROY 2 YEARS AFTER THE REPORT IS DISCONTINUED. [GRS 16-6] (N 1-30)
1420		Forms Management	(see below)
1420	74	<p>FORMS MANAGEMENT FILES</p> <p>A. The master file copy of each form designed at each Center, including the NASA series maintained at NASA Headquarters, showing inception, scope, and purpose of the form, including facsimile copies and revisions thereof. Included in this series are any documents used to record and control the assignment of form numbers, consisting of sequential entries; including a copy of published listings or indexes.</p>	DESTROY 5 YEARS AFTER RELATED FORM IS DISCONTINUED, SUPERSEDED, OR CANCELLED. [GRS 16-3a] (N 1-27)

		B. Functional files, background materials, specifications, requisitions, processing data, control records, and materials used to determine if a new form should be developed or whether existing forms should be replaced or consolidated.	DESTROY WHEN RELATED FORM IS DISCONTINUED, SUPERSEDED, OR CANCELLED. [GRS 16-3b]
1430		Visual Aids Management	Contact Center Records Mgr.
1440		Records Management	(see below)
1440	75	RECORDS MANAGEMENT FILES NOTE: These records cannot be retired to an FRC.	
		A. Records Dispositions Descriptive inventories, disposal authorizations, schedules and reports.	
	75	1. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Request to Transfer, Approval, and Receipt of Records to the National Archives of the United States; and, related documentation.	
		(a) Agency Records Officer.	RETAIN ON-SITE INDEFINITELY UNTIL NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES. DESTROY AFTER NEXT COMPLETE REVISION OF SCHEDULES HAS BEEN PUBLISHED OR WHEN 50 YEARS OLD, WHICHEVER IS LONGER. <DA: N1-255-94-1> (N 1-25)
		(b) Center Records Managers (OPR).	RETAIN ON-SITE AND DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 75 YEARS OLD, WHICHEVER IS LONGER. <DA: N1-255-94-1>
		(c) All other offices/copies.	DESTROY 6 YEARS AFTER THE RELATED RECORDS ARE DESTROYED OR TRANSFERRED TO NARA, WHICHEVER IS APPLICABLE. [GRS 16-2a (2)]

		2. Routine correspondence, memoranda, and extra copies of documentation concerning records dispositions and associated activities.	DESTROY WHEN 2 YEARS OLD. [GRS 16-2b]
		B. Records Holdings Files Statistical reports of agency holdings, cleanup campaigns, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer to NARA.	
		1. Records held by offices that prepare reports on Agencywide records holdings.	DESTROY WHEN 3 YEARS OLD. [GRS 16-4a]
		2. Records held by other offices.	DESTROY WHEN 1 YEAR OLD. [GRS 16-4b]
		C. Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and file management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.	DESTROY WHEN 6 YEARS OLD. [GRS 16-7]
		D. Local instructions on records management, including surveys, inventories, studies, feeder reports, and general correspondence.	DESTROY WHEN 6 YEARS OLD. [GRS 16-7]
	75	E. Office record locator files, indexes, or listings that are used to locate records in current files, or files that have been transferred to staging areas or retired to FRC; including file plans and office copies of shipping lists.	DESTROY FILE PLANS/INDEXES WHEN SUPERSEDED. DESTROY LISTS (SHIPPING/TRANSFER) WHEN RECORDS THEREON HAVE BEEN DESTROYED, OR WHEN THE LIST IS NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1>
		F. NASA Form 1418, Proposed Change to NASA Records Control Schedules.	
		1. Agency Records Officer.	
		(a) Approved NF 1418.	FILE WITH SF 115 OR SF 258 CASE FILE AS APPROPRIATE. DESTROY AS DIRECTED IN ITEM A.1. ABOVE. <DA: N1-255-94-1>

		(b) Disapproved NF 1418.	RETURN ORIGINAL TO INSTALLATION OR OPR. DESTROY COPY ONE YEAR LATER. <DA: N1-255-94-1>
		2. Center Records Managers.	DESTROY 1 YEAR AFTER PUBLICATION OF DISPOSITION STANDARD OR 1 YEAR AFTER DISAPPROVAL, WHICHEVER IS FIRST. <DA: N1-255-94-1>
		3. All other offices/copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1>
1440	76	MICROFORM INSPECTION RECORDS A. Logs documenting the inspection of <u>permanent</u> microform records, as required by 36 CFR 1230, including description of the records tested, record category date, elements of inspection, results, and if defects are found, corrective action taken.	DESTROY 1 YEAR AFTER THE RECORDS ARE TRANSFERRED TO NARA. [GRS 16-10 (a)]
		NOTE: (1) These items do not cover the copy of logs and reports that are attached to the SF 135 when records are transferred to a Federal records center or the SF 258 when records are transferred to the National Archives of the United States. (2) Inspection records for unscheduled records that are converted to microform are also unscheduled and may not be destroyed.	
		B. Logs and other records documenting the inspection of <u>temporary</u> microform records, as recommended by 36 CFR 1230.	DESTROY WHEN 2 YEARS OLD OR WHEN SUPERSEDED, WHICHEVER IS LATER. [GRS 16-10 (b)]
		C. Reports made to the National Archives and Records Administration on the results of microform inspection, as required by 36 CFR 1230, and related correspondence.	DESTROY WHEN 2 YEARS OLD. [GRS 16-10(b)]
1441	76.5	Records Disposition Note: Records Disposition—see Item 75A.	
1442		Files Maintenance	(see below)
1442	77	FINDING AIDS A. ndexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or an approved item in	DESTROY OR DELETE WITH THE RELATED RECORDS. [GRS 23-9]

		<p>this schedule.</p> <p>NOTE: EXCLUDED from this series are records containing abstracts or other information that can be used as an information source APART from the related records. An SF-115 MUST BE SUBMITTED by the Agency Records Officer PRIOR TO DISPOSAL of these records--Contact the local Center Records Manager for guidance on this process.</p>	
		<p>B. Finding aids for series of records that HAVE BEEN accessioned by the National Archives and Records Administration and those relating to major program case files not previously authorized for disposal.</p>	<p>* PERMANENT * TRANSFER TO NARA WITH RELATED RECORDS. <DA: N1-255-94-1></p>
		<p>C. All other finding aids/copies.</p>	<p>FOLLOW DISPOSITION INSTRUCTIONS FOR THE RECORDS TO WHICH THEY RELATE, OR DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1></p>
1442	78	GENERAL OFFICE FILES	
		<p>A. CHRON FILES - READING FILES</p> <p>Files that are extra copies, convenience copies, reference copies, which are filed and maintained in chronological order. These are duplicates and ARE NOT the official record copy (yellow).</p>	<p>TRANSFER TO HISTORIAN'S OFFICE WHEN 1 YEAR OLD OR WHEN NO LONGER ARE NEEDED FOR REFERENCE. HISTORIAN WILL DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1> (N 1-9f)</p>
		<p>1. <u>AMES RESEARCH CENTER ONLY</u></p>	<p>TRANSFER TO INSTALLATION RECORDS MANAGER WHEN 1 YEAR OLD. THIS OFFICE WILL DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1></p>
		<p>B. <u>SUSPENSE FILES</u></p> <p>Papers/records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.</p>	
		<p>1. A note or other reminder to take some action.</p>	<p>DESTROY AFTER ACTION TAKEN. [GRS 23-6a] (N 1-9g)</p>

78	2. The file copy or an extra copy of an outgoing communication, filed by date on which a reply is expected.	WITHDRAW DOCUMENTS WHEN REPLY IS RECEIVED. <u>NOTE:</u> IF SUSPENSE COPY IS AN EXTRA, DESTROY IMMEDIATELY; IF COPY IS THE FILE COPY, INCORPORATE IT INTO THE OFFICIAL FILES. [GRS 23-6b]
	C. <u>TRACKING AND CONTROL RECORDS</u> Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or this schedule.	DESTROY OR DELETE WHEN 2 YEARS OLD, OR 2 YEARS AFTER THE DATE OF THE LATEST ENTRY, WHICHEVER IS APPLICABLE. [GRS 23-8]
	D. <u>INFORMATION COPIES</u> Copies of correspondence, reports, or other documents that are for reference use and are not made a part of an official subject or case file.	DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 1-9h)
	E. <u>SCHEDULES OF DAILY ACTIVITIES</u> Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal.	
	1. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials. (See Item 22, "Records of Top Management Officials" of this Schedule.)	DESTROY OR DELETE WHEN 2 YEARS OLD. [GRS 23-5a]
	2. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	DESTROY OR DELETE WHEN NO LONGER NEEDED. [GRS 23-5b]
	F. <u>OFFICE ADMINISTRATIVE DATA BASES</u> Data bases that support administrative or housekeeping functions, information derived from hard copy records authorized for destruction by the GRS or these schedules, if the hard copy records are maintained in	DELETE INFORMATION IN THE DATA BASE WHEN 2 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [GRS 23-1]

		<p>organized files, and hard copy printouts from these databases created for short-term administrative purposes.</p>	
	<p>78</p>	<p>G. <u>TRANSITORY FILES</u></p> <p>Documents of short-term interest (180 days or less), including in electronic form (e.g., e-mail messages), which have minimal or no documentary or evidential value. Examples of transitory correspondence are shown below.</p> <p>1. Routine requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research for reply.</p>	<p>DESTROY IMMEDIATELY, OR WHEN NO LONGER NEEDED FOR REFERENCE, OR UNDER A PREDETERMINED SCHEDULE OR BUSINESS RULE (E.G., IMPLEMENTING THE AUTO-DELETE FEATURE OF "LIVE" ELECTRONIC MAIL SYSTEMS). [GRS 23-7]</p>
		<p>2. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.</p> <p>3. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.</p> <p>4. Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling or work-related trips and visits, and other scheduling related activities.</p> <p>5. Suspense and tickler files or 'to-do' and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.</p>	
		<p>H. <u>WORD PROCESSING and ELECTRONIC MAIL FILES-GENERAL GUIDANCE</u></p> <p>(Also see specific record series for dispositions)</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy</p>	

		diskettes:	
	78	1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. [GRS 23-10(a)]
		2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. [GRS 23-10 (B)]
		3. When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy provided that the hard copy has been authorized for destruction by the GRS or these schedules.	DELETE AFTER THE EXPIRATION OF THE RETENTION PERIOD AUTHORIZED FOR THE HARD COPY.
		<u>I. ADMINISTRATIVE OFFICE FILES</u> Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.	DESTROY WHEN 2 YEARS OLD. [GRS 23-1]
1450		Correspondence Management	Contact Center Records Mgr.
1451		Executive Instructions on Correspondence	Contact Center Records Mgr.
1460		Mail Management	Contact Center Records Mgr.
1470		Management Improvement	(see below)
1470	79	MANAGEMENT IMPROVEMENT REPORTS	

		Management improvement reports submitted to the Office of Management and Budget (i.e., A-76 Reports) and related analyses. This includes Government Performance and Results Act (GPRA) development and final records.	(N 1-5)
		A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u>	RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1>
		B. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
1472		Work Measurement & Simplification	Contact Center Records Mgr.
1480		Publications Management	Contact Center Records Mgr.
1490		Printing Management	(see below)
1490	80	OFFICE COPYING EQUIPMENT FILES	
		A. Procurement requests, NASA Form 51, justifications, approvals or disapprovals, located in offices (not the office procuring the equipment) whether purchase or rental equipment (except equipment in printing, duplicating, or reproduction facilities).	DESTROY 2 YEARS AFTER ACQUISITION OF EQUIPMENT OR AFTER DISAPPROVAL. <DA: N1-255-94-1>
		B. Daily production reports/records.	DESTROY 90 DAYS AFTER INCLUSION OF DATA IN MONTHLY (OR OTHER CONSOLIDATED) REPORT. <DA: N1-255-94-1> (N 16-7)
		C. Production reports (other than daily), cost records (including repairs, maintenance, supplies, operating labor, depreciation) and studies.	DESTROY WHEN 5 YEARS OLD. (IF RECORDS ARE KEPT SEPARATELY FOR EACH MACHINE, DESTROY WHEN MACHINE IS DISPOSED OF OR TRANSFER WITH MACHINE.) }<DA: N1-255-94-1>
1490	81	REQUISITIONS ON THE PUBLIC PRINTER Records relating to requisitions on the Printer (outside the agency) and all supporting papers.	
		A. Printing procurement unit copy of requisitions, invoice, specifications, and related papers, e.g., SF 1, SF 1C, and GPO Forms 2511, GPO 1026A.	DESTROY 3 YEARS AFTER COMPLETION OR CANCELLATION OF REQUISITION. [GRS 3-6a] (N 16-1a)

		B. Accounting copy of requisition, Government Printing Office Invoice, transfer of funds voucher, and receiving report.	DESTROY 3 YEARS AFTER PERIOD COVERED BY RELATED ACCOUNT. [GRS 3-6b] (N 16-1b)
		C. Administrative correspondence pertaining to the administration and operation of the unit responsible for printing, binding, and duplication, and distribution matters, and related papers.	DESTROY WHEN 2 YEARS OLD. [GRS 13-1] (N 17-20)
1490	82	JOB OR PROJECT FILES - PRINTING Job or project records containing all papers and data pertaining to the planning and execution of duplication, and distribution of jobs (in-house):	(N 16-2)
		A. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers, exclusive of: - Requisitions on the Public Printer and related records; and, - Records relating to services obtained outside the Agency.	DESTROY 1 YEAR AFTER COMPLETION OF JOB. <DA: N1-255-94-1>
		B. Files pertaining to planning and other technical matters concerning these services.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1>
	82	C. NASA Headquarters Duplicating Center - in-house duplication only, records relating to the operation, execution, reproduction (i.e., Form 51 - HQ Printing and Reproduction Requisition/Request) and distribution.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
1490	83	CONTROL REGISTERS - PRINTING Control registers pertaining to requisitions and work orders.	DESTROY 1 YEAR AFTER CLOSE OF FISCAL YEAR IN WHICH COMPILED OR 1 YEAR AFTER FILLING OF REGISTER, WHICHEVER IS APPLICABLE. [GRS 13-3] (N 16-3)
1490	84	JOINT COMMITTEE ON PRINTING - REPORTS TO / AUTHORIZATIONS	
		A. Agency reports to the Joint Committee on Printing regarding the operation of Class A and B plants and inventories of printing, binding, and related equipment in Class A and B plants or in storage.	DESTROY WHEN 3 YEARS OLD. [GRS 13-5a] (N 16-4)
		B. Copies of reports in subordinate reporting units and their related work papers.	DESTROY 1 YEAR AFTER DATE OF REPORT. [GRS 13-5b] (N 16-4)

		C. Correspondence and authorizations by the JCP and related papers concerning establishment, relocation, and disestablishment of printing plants.	RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 16-5)
		D. Records/reports concerning the acquisition, transfer, and disposal of equipment.	DESTROY 2 YEARS AFTER DISPOSAL OF THE EQUIPMENT. <DA: N1-255-94-1> (N 16-5)
		E. All other miscellaneous documentation, e.g., inclusion of printing in contracts or grants.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 16-5)
1500		Administrative Services	(see below)
1500	85	LOCATOR RECORD FILES 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.	DESTROY WHEN SUPERSEDED OR OBSOLETE. <DA: N1-255-94-1> (N 17-25)
1520		Graphics	(see below)
1520	86	GRAPHIC ARTS - VISUAL MEDIA	
		Materials 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.	
		<u>A. ORIGINAL ART WORK - NASA ART PROGRAM</u>	
	86	1. Art work (non-record artifact) commissioned by NASA to depict/represent a particular event or concept of space and/or NASA missions.	RETAIN INDEFINITELY WITHIN AGENCY CUSTODY AS PART OF THE NASA ART PROGRAM OPERATED BY CODE P AT NASA HQ. <DA: N1-255-94-1>
		2. NASA Portraits - High-level NASA officials (i.e., Administrator; Center Directors, Deputy Administrators, Deputy Center Directors) (Office of Record at NASA Headquarters).	* PERMANENT * TRANSFER ONE 3x5 TRANSPARENCY AND PRINT TO NARA WHEN 10 YEARS OLD. <DA: N1-255-94-1>
		3. STENNIS SPACE CENTER ONLY (Graphics Office) Artwork developed and used in hearings, presentations, reviews, conferences, briefings, and presentations of information to the general public such as speeches, news releases, educational briefs, and exhibits. (Official file copies are maintained by another office at	DESTROY WHEN NO LONGER NEEDED BY THE INSTALLATION OR WHEN REFERENCE VALUE CEASES. <DA: N1-255-94-1>

		Stennis Space Center.)	
		B. <u>BOARD ART - COMPUTER GENERATED GRAPHICS</u>	
		1. Presentations to the Public Artwork 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.	RETURN ORIGINAL BOARD ART TO THE REQUESTING OFFICE. DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1> (N 91a(1))
		2. NASA Internal Use Artwork used in fund drives, posters for employee-sponsored activities, illustrations used in administrative function activities, and other routine in-house activities, including routine handbills, flyers, posters, letterheads, and other graphics.	DESTROY WHEN NO LONGER NEEDED FOR PUBLICATION OR REPRINTING. [GRS 21-6] (N 9-1a(2))
		C. <u>VIEWGRAPHS/TRANSPARENCY</u>	
		1. Master photographic negatives - such as those used in the production of visual aids (slides, viewgraphs, and photographs) from original art. NASA HQ: OPR - CODE JOB-2 ONLY	RETIRE ORIGINAL TO FRC WHEN NO LONGER NEEDED TO REPRODUCE ADDITIONAL VISUAL AIDS, WORKING COPIES, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 91b)
		2. Slides and viewgraphs/transparencies used by program, staff, and project offices for presentations.	DESTROY 1 YEAR AFTER USE. [GRS 21-5] (N 9-1c)
		3. All other offices/copies.	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
		4. STENNIS SPACE CENTER ONLY Records consist of master photographic negative/transparency files, graphic arts, and line art, including any material maintained in electronic/magnetic format. Collection includes black & white half tones, color photos, negatives and paper line art. This collection may include duplicate files that exist in other offices of the same presentation.	DESTROY OR DISPOSE OF RECORDS WHEN NO LONGER NEEDED BY THE AGENCY OR WHEN REFERENCE VALUE CEASES. <DA: N1-255-94-1>
	86	(Some work is generated by use of photo-typesetting equipment.)	
		D. LINE ART / NEGATIVES / PLATES	

		1. Line and halftone negatives, screened paper prints and offset lithographic plates used for photomechanical reproduction.	DESTROY WHEN NO LONGER NEEDED FOR PUBLICATION OR REPRINTING. [GRS 21-7]
		2. Line copies of graphs and charts.	DESTROY WHEN NO LONGER NEEDED FOR PUBLICATION OR REPRINTING. [GRS 21-8]
		VISUAL AIDS REQUISITION/REGISTER FILES	
		1. Requests and instructions for the preparation of the visual aids described under this item b., whether in hard copy or electronic.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 9-2)
		2. Registers showing receipt of requisition and control number assigned to it. NOTE: These records may be included in an automated "Action Tracking System."	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 9-3)
		<u>F. FINDING AIDS FOR VISUAL MEDIA/GRAPHIC ARTS</u> Finding aids for identification, retrieval, or use of temporary audiovisual, visual records. May include indexes, catalogs, shelf lists, logbooks, caption sheets, shot lists, etc., and may be in text, card, microform, or electronic.	DISPOSE OF ACCORDING TO THE INSTRUCTION COVERING THE RELATED AUDIOVISUAL RECORD. [GRS 21-29]
1521		Visual Aids	Contact Center Records Mgr.
1530		Postal Records	(see below)
1530	87	POSTAL RECORDS	
		A Post office forms and supporting papers, exclusive of records held by the United States Postal Service.	
		1. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.	DESTROY WHEN 1 YEAR OLD. [GRS 12-5a] (N 10-17)
		2. Application for postal registration and certificates of declared value mail.	DESTROY WHEN 1 YEAR OLD. [GRS 12-5b]
		3. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail.	DESTROY WHEN 1 YEAR OLD. [GRS 12-5c] (N 10-22)

		B. Post irregularities files, such as correspondence, reports, and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	DESTROY 3 YEARS AFTER COMPLETION OF INVESTIGATION. [GRS 12-8]
	87	C. Postal statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	DESTROY WHEN 6 MONTHS OLD. [GRS 12-6b] (N 10-18)
		D. Production and statistical reports and data relating to the handling of mail and volume of work performed.	DESTROY WHEN 1 YEAR OLD. [GRS 12-6b] (N 10-19)
		E. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding both those covered by item a. of this schedule and those used as indexes to correspondence files.	DESTROY WHEN 1 YEAR OLD. [GRS 12-6a] (N 10-23)
		F. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the Agency by mail.	DESTROY WHEN 1 YEAR OLD. [GRS 12-6e] (N 10-20)
		G. Metered Mail Files (Annual official penalty mail, metered mail reports and all related papers).	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 6 YEARS OLD. [GRS 12-7] (N 10-24)
1530	88	MAILING OR DISTRIBUTION LISTS	
		A. <u>CORRESPONDENCE, REQUEST FORMS, AND OTHER RECORDS RELATING TO CHANGES IN MAILING LISTS</u>	DESTROY AFTER APPROPRIATE REVISION OF LIST OR AFTER 3 MONTHS, WHICHEVER IS SOONER. [GRS 13-4a] (N 16-6)
		B. <u>CARD LISTS</u>	DESTROY INDIVIDUAL CARDS WHEN CANCELLED OR REVISED. [GRS 13-4b]
		C. <u>PLATE OR STENCIL MAILING LISTS</u>	DESTROY PLATES OR STENCILS WHEN CANCELLED OR REVISED. <DA: N1-255-94-1>
		D. <u>ALL OTHER LISTS KEPT BY OFFICES OTHER THAN THE OFFICIAL MAIL ROOM/OFFICE</u>	DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
1540		Building and Grounds Management	(see below)

1540	89	AGENCY SPACE FILES Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.	(N 8-3)
		A. Building plan files and related agency records utilized in space planning, assignment, and adjustment.	DESTROY 2 YEARS AFTER TERMINATION OF ASSIGNMENT, OR WHEN LEASE IS CANCELLED, OR WHEN PLANS ARE SUPERSEDED OR OBSOLETE. [GRS 11-2a]
		B. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.	
	89	1. Agency reports to the General Services Administration regarding space occupied in "Metropolitan Washington" and "Outside the District of Columbia," and related papers.	DESTROY WHEN 2 YEARS OLD. [GRS 11-2b(1)]
		2. Copies in subordinate reporting units and related work papers.	DESTROY WHEN 1 YEAR OLD. [GRS 11-2b(2)]
		C. General correspondence of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.	DESTROY WHEN 2 YEARS OLD. [GRS 11-1]
1540	90	BUILDING AND EQUIPMENT SERVICE FILES Requests for building and equipment maintenance services, excluding fiscal copies.	DESTROY 3 MONTHS AFTER WORK PERFORMED OR REQUISITION IS CANCELLED. [GRS 11-5] (N 8-1)
1541		Transportation and Parking Services	Contact Center Records Mgr.
1542		Conference Rooms and Auditoriums	Contact Center Records Mgr.
1550		General Office Services	(see below)
1550	91	DIRECTORY LISTINGS - BUILDING / TELEPHONE Correspondence, forms, and other records relating to the compilation of building and telephone directory service listings.	DESTROY 2 MONTHS AFTER ISSUANCE OF LISTING. [GRS 11-3] (N 1-32)
1551		Internal Mail/Messenger Service	(see below)

1551	92	NASA INTERNAL MAIL AND MESSENGER SERVICE RECORDS Records of and receipts for mail and packages received through the official mail and messenger service.	DESTROY WHEN 6 MONTHS OLD. [GRS 12-6f] (N 10-21)
1551	93	MESSENGER SERVICE - MOTOR Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	DESTROY WHEN 2 MONTHS OLD. [GRS 12-1] (N 10-25)
1552		Clerical and Stenographic	Contact Center Records Mgr.
1553		Moving and Labor	Contact Center Records Mgr.
1570		Office Supplies	(see below)
1570	94	INVENTORY REQUISITION FILES - STOCK / SUPPLY Requisitions for supplies and equipment for/from current inventory.	
		A. <u>STOCKROOM COPY</u>	DESTROY 2 YEARS AFTER COMPLETION OR CANCELLATION OF REQUISITION. [GRS 3-8a] (N 17-22)
	94	B. <u>COMPLETED REQUISITIONS FOR SERVICE, SUPPLIES, AND EQUIPMENT, AND TRAVEL DOCUMENTS</u> (Official file copies are maintained by the office rendering service.)	DESTROY 1 YEAR AFTER ACTION IS COMPLETED. <DA: N1-255-94-1>
		C. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN 6 MONTHS OLD. [GRS 3-8b]
1571		Office Equipment and Furnishings	Contact Center Records Mgr.
1580		Telephone (Local)	(see below)
1580	95	TELEPHONE SERVICE RECORDS Requests from operating units for installation, alterations, relocation, or removal of telephone facilities, excluding fiscal copy. General files including plans, reports, and other records pertaining to equipment requests, telephone service and like matters.	DESTROY WHEN 3 YEARS OLD. [GRS 12-2(b)/(d)] (N 8-2, N 10-16)
1590		Miscellaneous Matters	Contact Center Records Mgr.

1600		Security	(see below)
1600	96	SECURITY PROGRAM FILES	
		A. <u>SIGNIFICANT POLICY AND PROGRAM RECORDS</u> Documents, manuals, directives, plans, reports and correspondence that document significant and/or unique security program functions, including NACA security program files.	* PERMANENT * RETIRE TO FRC 5 YEARS AFTER SUPERSEDED. TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 12-30)
		B. <u>OTHER POLICY AND PROGRAM FILES</u> Records that reflect the administration and direction of security and protective services programs relating to routine classified information accounting and control, facilities security and program and protective services, personnel security clearances, and emergency planning.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1>
		C. <u>CLEARANCE SUBJECT FILES - ADMINISTRATIVE</u> Correspondence, reports, and other records relating to the routine administration and operations of the personnel security program, not covered by this item, or elsewhere in this schedule.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
1600	97 PASR	SECURITY RECORDS SYSTEM - NASA 10 SECR Records contained in this system/category consist of (1) Personnel Security Records, (2) Criminal Matter Records, and (3) Traffic Management Records.	SEE SPECIFIC RECORD SERIES FOR AUTHORIZED DISPOSITION.
		A. <u>PERSONNEL SECURITY RECORDS</u>	SEE ITEM 103 OF THIS SCHEDULE
	97	B. <u>CRIMINAL MATTER RECORDS</u>	SEE SCHEDULE 2.
		C. <u>TRAFFIC MANAGEMENT RECORDS</u>	SEE SCHEDULE 6, ITEMS 11, 12.
1600	98	NONPERSONAL REQUISITION FILES Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (EXCLUDING records associated with Accountable Officers' Accounts (Schedule 9)).	DESTROY WHEN 1 YEAR OLD. [GRS 3-7] (N 17-21)
1600	99	KEY ACCOUNTABILITY FILES Files relating to the accountability for keys, door cards, etc. issued.	

		A. <u>AREAS UNDER MAXIMUM SECURITY</u>	DESTROY 3 YEARS AFTER TURN-IN OF KEY. [GRS 18-16a] (N 12-14)
		B. <u>ALL OTHER AREAS</u>	DESTROY 6 MONTHS AFTER TURN-IN OF KEY. [GRS 18-16b] (N 12-14)
1600	100	GUARD SERVICE FILES	
		A. <u>ASSIGNMENT FILES</u>	
		1. Files relating to guard assignment and strength.	
		(a) Ledger records.	DESTROY 3 YEARS AFTER FINAL ENTRY. [GRS 18-13a] (N 12-13)
		(b) Requests, analyses, reports, change notices, and other papers relating to assignments and strength requirements.	DESTROY WHEN 2 YEARS OLD. [GRS 18-13b]
		B. <u>CONTROL FILES</u>	
		1. Control center key or code records, emergency call cards, and building record and employee identification cards.	DESTROY WHEN SUPERSEDED OR OBSOLETE. [GRS 18-19a] (N 12-10, N 12-17)
		2. Round reports, service reports on interruptions and tests, and punch clock daily sheets.	DESTROY WHEN 1 YEAR OLD. [GRS 18-19b]
		3. Automatic machine patrol charts and registers of patrol and alarm services.	DESTROY WHEN 1 YEAR OLD. [GRS 18-19c]
		4. Arms distribution sheets, logs, charge records, transfer sheets and receipts.	DESTROY 3 MONTHS AFTER RETURN OF ARMS. [GRS 18-19d]
1600	101	CLASSIFIED DOCUMENTS INVENTORY REPORTING FILES Correspondence or documents used to report the results of inventories conducted under local requirements to assure proper accounting for all classified matter, including files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule.	DESTROY WHEN 2 YEARS OLD. [GRS 18-1] (N 1-9k)
1610		Personnel Security	(see below)

1610	102	CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENTS Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by employees with access to information which is classified or classifiable under standards put forth by Executive orders governing security classification. These forms should be maintained separately from personnel security clearance files.	DESTROY WHEN 70 YEARS OLD. [GRS 18-25]
1610	103	PERSONNEL SECURITY CLEARANCE FILES Personnel security clearance case files and related indexes maintained by the personnel security office.	
		A. Files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.	DESTROY UPON NOTIFICATION OF DEATH OR NOT LATER THAN 5 YEARS AFTER SEPARATION OR TRANSFER OF EMPLOYEE OR NO LATER THAN 5 YEARS AFTER CONTRACT RELATIONSHIP EXPIRES, WHICHEVER IS APPLICABLE. [GRS 18-22a] (N 12-19)
		B. Investigative reports and related papers furnished to agencies by investigative organizations for use in making security/suitability determinations.	DESTROY IN ACCORDANCE WITH THE INVESTIGATING AGENCY INSTRUCTIONS. [GRS 18-22b]
		C. Index to the Personnel Security Case Files.	DESTROY WITH RELATED CASE FILE. [GRS 18-22c]
		D. Status files, lists, or rosters maintained in security units showing the current security clearance status of individuals.	DESTROY WHEN SUPERSEDED OR OBSOLETE. [GRS 18-23]
1620		Physical Security	(see below)
1620	104 PASR	GODDARD SPACE FLIGHT CENTER (GSFC) LOCATOR AND INFORMATION SERVICES TRACKING SYSTEM (LISTS) - NASA 51 LIST Employee identification cards/information. Records contained in the system will consist of privacy and personal information for all onsite and off-site NASA/GSFC civil servants and	RECORDS ARE RETAINED FOR VARYING PERIODS OF TIME DEPENDING ON THE NEED FOR USE OF THE FILES, AND ARE DESTROYED OR OTHERWISE DISPOSED OF WHEN SUPERSEDED

		onsite and near-site contractors, tenants, and other guest workers possessing or requiring badge identifications. LISTS is a comprehensive and accurate source of information for institutional services and planning, general and personal information in order to assist the Security office in issuing picture badge identifications and in coordinating clearance requests; to establish for the Library an authorization for use of its printed materials; to identify the listed emergency contact in case of an emergency to a center employee or guest worker; and to provide a home address in case an employee or guest worker must be contacted during off hours or for official mailings to a home address.	OR NO LONGER NEEDED. [GRS 18-19a]
1620	105	IDENTIFICATION CREDENTIALS FILES Identification credentials and related papers.	
		A. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room, and visitor passes, and any other similar identification credentials.	DESTROY CREDENTIALS 3 MONTHS AFTER RETURN TO ISSUING OFFICE. [GRS 11-4a] (N 12-24a, N 8-4)
		B. Receipts, indices, listings, and accountable records.	DESTROY AFTER ALL LISTED CREDENTIALS ARE ACCOUNTED FOR. [GRS 11-4b] (N 12-24b, N 8-4b)
1620	106	FIREARMS - ACCOUNTABILITY / QUALIFICATION	
		A. Records of acquisitions of firearms.	DESTROY 1 YEAR AFTER FIREARM IS DESTROYED OR TRANSFERRED. <DA: N1-255-94-1> (N 12-10)
		B. Certificate to carry firearms (NASA Form 699a and 699b).	DESTROY 1 YEAR AFTER TERMINATION OF CERTIFICATE. <DA: N1-255-94-1> (N 12-11)
		C. Data relating to individual qualifications, training, and maintenance of proficiency in the use of firearms.	DESTROY 1 YEAR AFTER TERMINATION OF INDIVIDUAL. <DA: N1-255-94-1> (N 12-12)
1620	107	FACILITIES CHECKS (BY GUARD FORCE) Files relating to periodic guard force facility checks.	

		A. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by Item 79 of this schedule).	DESTROY WHEN 1 YEAR OLD. [GRS 18-18a] (N 12-16)
	107	B. Reports of routine after-hour security checks which either does not reflect security violations, or for which the information contained therein is documented in the files defined in Item 79 of this schedule.	DESTROY WHEN 1 MONTH OLD. [GRS 18-18b]
1620	108	SECURITY VIOLATION FILES Case files relating to investigations of alleged violations of Executive Orders, laws or agency regulations for the safeguarding of national security information.	
		A. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determination, exclusive of files held by the Department of Justice or Defense offices responsible for making such determinations.	DESTROY 5 YEARS AFTER CLOSE OF CASE. [GRS 18-24a] (N 12-22, N 12-21)
		B. All other offices and files, EXCLUSIVE of papers placed in official personnel folders.	DESTROY 2 YEARS AFTER COMPLETION OF FINAL ACTION. [GRS 18-24b]
1620	109	CONTAINER FILES	
		A. <u>CLASSIFIED DOCUMENT SECURITY</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.	DESTROY WHEN SUPERSEDED BY A NEW FORM OR LIST, OR UPON TURN-IN OF CONTAINERS. [GRS 18-7a] (N 1-42)
		B. <u>RETURNABLE</u> Documents reflecting the receipt, transfer, and return to vendor of Documents reflecting the receipt, transfer, and return to vendor of receiving reports, reports of survey, shipping documents, reports, or similar documents.	DESTROY 3 YEARS AFTER RETURN OF CONTAINER OR PURCHASE OF CONTAINER, WHICHEVER IS APPLICABLE. <DA: N1-255-94-1> (N 17-23)
1630		Control of Classified Information	
1630	110	ACCESS REQUEST FILES Requests and authorizations for individuals to have access to classified files.	DESTROY 2 YEARS AFTER AUTHORIZATION EXPIRES. [GRS 18-6] (N 12-5)
1630	111	DOCUMENTS: ACCOUNTABILITY / INVENTORY FILES	
		A. <u>TOP SECRET DOCUMENTS</u>	

		1. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction.	DESTROY 5 YEARS AFTER DOCUMENTS SHOWN ON FORMS ARE DOWNGRADED, TRANSFERRED, OR DESTROYED. [GRS 18-5a] (N 12-2a)
	111	2. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.	DESTROY WHEN RELATED DOCUMENT IS DOWNGRADED, TRANSFERRED, OR DESTROYED. [GRS 18-5b] (N 12-2b)
		B. <u>CLASSIFIED DOCUMENTS</u>	
		1. Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but EXCLUSIVE of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	DESTROY WHEN 2 YEARS OLD. [GRS 18-4] (N 12-3)
		2. Receipt files and records documenting the receipt and issuance of classified documents.	DESTROY WHEN 2 YEARS OLD. [GRS 18-2]
		3. Destruction certificates relating to the destruction of classified documents.	DESTROY WHEN 2 YEARS OLD. [GRS 18-3]
1640		Security Classifications	(see below)
1640	112	SECURITY CLASSIFICATION SYSTEMS Authorization documents for upgrading, downgrading, and declassifying documents or equipment.	
		A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u>	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 12-4)
		B. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY AFTER THE DOCUMENT TO WHICH THE CLASSIFICATION ACTION APPLIES HAS BEEN REGRADED OR DECLASSIFIED BY SUITABLE MARKINGS. <DA: N1-255-94-1>
		NOTE: Records that document program policy or security classification and grading systems should be included in Item 96A of this Schedule.	

1650		Industrial Security	(see below)
1650	113	INDUSTRIAL SECURITY FILES Documents relating to the security classification or changes thereto, of a contract with industry.	
		A. Precedent and unusual cases selected by pertinent NASA Officials, i.e., Director, Security, Logistics & Industrial Relations Division; Chief, NASA Security.	DESTROY AFTER THE DOCUMENT TO WHICH THE CLASSIFICATION ACTION APPLIES HAS BEEN REGRADED OR DELASSIFIED BY SUITABLE MARKINGS. <DA: N1-255-94-1> (N 12-29)
		B. All other offices/case files.	DESTROY WHEN NO LONGER NEEDED, OR 3 YEARS AFTER CONTRACT IS CLOSED/COMPLETED. <DA: N1-255-94-1>
1670		Security Education	Contact Center Records Mgr.
1680		Visitor and Foreign Travel Control	(see below)
1680	114	LOGS, REGISTERS, AND CONTROL FILES	
		A. <u>VISITORS</u> Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to restricted areas, and reports on automobiles and passengers.	
		1. Areas under maximum security.	DESTROY 5 YEARS AFTER FINAL ENTRY OR DATE OF DOCUMENT, AS APPROPRIATE. [GRS 18-17a] (N 12-15)
		2. All other areas.	DESTROY 2 YEARS AFTER FINAL ENTRY OR DATE OF DOCUMENT, AS APPROPRIATE. [GRS 18-17b]
		B. <u>GUARDS</u> Guard logs and registers not covered elsewhere, or under A, of this schedule.	
		1. Central guard office master logs.	DESTROY 2 YEARS AFTER FINAL ENTRY. [GRS 18-20a] (N 12-18)

		2. Individual guard post logs of occurrences entered in master logs.	DESTROY 1 YEAR AFTER FINAL ENTRY. [GRS 18-20b]
1680 2630	115	PASSPORT FILES (SEE ALSO SCHEDULE 2) Personal identification or passport photographs	RETURN ORIGINAL TO REQUESTOR, DESTROY WHEN 5 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS LATER. [GRS 21-2] (N 22-3)
1690		Security Surveys	(see below)
1690	116	SURVEYS AND INSPECTION OF FACILITIES Reports of surveys and inspections of facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	
		A. <u>GOVERNMENT-OWNED FACILITIES</u>	DESTROY WHEN 3 YEARS OLD, OR UPON DISCONTINUANCE OF THE FACILITY, WHICHEVER IS SOONER. [GRS 18-9] (N 12-7)
		B. <u>PRIVATELY-OWNED FACILITIES</u> Reports of surveys and inspections of facilities assigned security cognizance by Government agencies, and related documents.	DESTROY WHEN 4 YEARS OLD OR WHEN SECURITY COGNIZANCE IS TERMINATED, WHICHEVER IS SOONER. [GRS 18-10]
1700		Safety	(see below)
1700	117	SAFETY FILES - PROPERTY Safety inspection and maintenance records for all NASA real and personal property.	
		A. <u>INSPECTING OFFICE</u> NOTE: Payload Safety Data Files/Records are maintained under AFS 8680 See Schedule 8 for records created in this series.	RETIRE TO FRC WHEN RELATED PROPERTY IS DISPOSED OF BY NASA. DESTROY 5 YEARS AFTER DISPOSAL. <DA: N1-255-94-1> (N 21-6)
		B. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN 4 YEARS OLD. <DA: N1-255-94-1>

1700	117.5	<p>SAFETY ACTIVITIES RECORDS</p> <p>A. Records of safety activities by designated organizational personnel other than the office of functional responsibility for the safety program, including Supervisor Safety Visit records, minutes of periodic safety meetings, fire extinguisher location logs, and related materials. Internal organizational safety activities records would be included in this item. Cutoff date is date of document, activity, or entry in log.</p>	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
1700	118	<p>GROUND-BASED PRESSURE SYSTEMS RECORDS</p> <p>Reports and correspondence related to design, inspection, and certification of Ground-Based Pressure Systems. Records may include Inspection reports, Pressure System Condition Reports Category C, Low Energy/Low Risk Requests, Pressure Systems Design Review Records, Waivers, and Weld/Braze Inspection Reports. Certification packages include active and superseded records. Inspection and re-certification dates are based on NASA inspection table requirements. Cutoff date is date of document.</p> <p>Note: If Pressure Vessels and Systems ceases to exist and records are at least 3 years old, early destruction of records can be requested through NASA Records Officer at Headquarters.</p>	
		A. Recordkeeping copy (paper)	RETIRE TO FRC OR APPROVED STORAGE FACILITY WHEN 5 YEARS OLD. DESTROY WHEN 25 YEARS OLD. <N1-255-99-3>
		B. Electronic copies generated on office automation applications such as e-mail and word processing applications.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED. <N1-255-99-3>
1701		Basic Policy	Contact Center Records Mgr.
1710		Safety/Accident Prevention	(see below)
1710	119	FIRE, EXPLOSION, AND ACCIDENT INVESTIGATIVE FILES	

		Case files, investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	
		A. <u>PRECEDENT OR UNUSUAL CASES</u> Cases selected by pertinent NASA Officials, i.e., Chief, NASA Security Office, Associate Administrator, Office of Safety and Mission Assurance, and all type A and B mishaps.	* PERMANENT * RETIRE TO FRC WHEN 5 YEARS OLD. TRANSFER TO NARA WHEN 30 YEARS OLD. <DA: N1-255-94-1> (N 12-8)
		B. <u>ROUTINE CASES</u>	DESTROY WHEN 2 YEARS OLD. [GRS 18-11]
1710	119.5	SAFETY CONCERNS AND SUGGESTIONS REPORTING Records and reports on employee safety concerns and suggestions. Records consist of safety concerns, unexpected occurrences (close calls), and related beneficial safety suggestions. EXCLUDING facility repairs or maintenance requests that are reported to the Center's safety organization. Cutoff date is date action is closed.	
		A. <u>OFFICE OF PRIMARY RESPONSIBILITY</u>	HANDLE AS PERMANENT PENDING RETENTION APPROVAL
		B. <u>ALL OTHER OFFICES AND COPIES</u>	HANDLE AS PERMANENT PENDING RETENTION APPROVAL
1711		Accident Reporting & Investigation	(see below)
1711	120	SAFETY REPORTS / RECORDS A. <u>NASA SAFETY REPORTS - ANNUAL</u> Statistical reports, surveys on loss and injuries compiled by Headquarters from reports described in B of this item. (This is typically an annual report that can, but is not limited to, include hardware loss, and more information/data than DoL report requires.)	

		1. Headquarters.	RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-94-1> (N 21-4)
		2. Centers (feeder reports to HQ).	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1>
	120	B. <u>SAFETY PROGRAM REPORTS</u> Statistical reports from Centers regarding injuries and accidents, such as NASA Forms 344 and 345. NOTE: 01-17-02, NASA Forms 344 and 345 no longer exist and have not been used for many years. (THIS IS AN INACTIVE SERIES OF RECORDS.)	
		1. Headquarters.	RETIRE TO FRC WHEN INACTIVE. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-94-1> (N 21-3)
		2. Centers and all other offices/copies.	RETIRE TO FRC WHEN INACTIVE. DESTROY WHEN 12 YEARS OLD. <DA: N1-255-94-1>
		C. <u>INDIVIDUAL ACCIDENT REPORTS</u> Forms, reports, correspondence, and related medical and investigatory relating to on-the-job injuries whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor (DoL).	CLOSE FILE ON TERMINATION OF COMPENSATION OR WHEN DEADLINE FOR FILING A CLAIM HAS PASSED. DESTROY 3 YEARS AFTER CLOSE OF FILE. [GRS 1-31] (N 21-5)
		D. <u>PROTECTIVE AND PREVENTIVE MEASURES REPORTS</u>	SEE ITEM 116 OF THIS SCHEDULE (N 21-7)
		E. <u>SAFETY AND RELIABILITY REPORTS</u> Files consist of Safety & Reliability Reports including Hazard Reports and Risk Assessments relating to the KSC Ground Support Equipment that interfaces with the flight hardware. Files contain, but are not limited to: Preliminary-, KSC-Hazard Reports; ESR-, Mission Safety-, Safety-, and System/Subsystem-Assessments; System Safety Review Panel Issues; System	RETIRE TO FRC WHEN THE RISK/ SAFETY ASSESSMENT/ANALYSIS IS COMPLETE/INACTIVE. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-94-1>

		Assurance, Failure Mode & Effects-Analyses; Critical Items Lists; Design Review Reports; and, Criticality Assessments.	
1711	121	ACCIDENT/MISHAP INCIDENT CASE FILES Correspondence, reports, and all related papers concerning potential or actual individual accidents or incidents occurring at ground centers. Cutoff date is date case closed.	
		A. <u>HEADQUARTERS</u> Recordkeeping copy (paper).	RETIRE TO FRC WHEN INACTIVE. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 21-2)
		B. <u>CENTERS. ALL OTHER OFFICES/COPIES</u> Recordkeeping copy (paper)	RETIRE TO FRC WHEN 4 YEARS OLD. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1>
		C. <u>INDIVIDUAL ACCIDENT REPORTS</u>	SEE ITEM 120 C. OF THIS SCHEDULE
1711	122	MISHAP INVESTIGATION BOARD FILES Files contain, in addition to others listed, photographs, witness interviews and all other materials concerning the investigation.	* PERMANENT * RETIRE TO FRC WHEN 2 YEARS OLD. TRANSFER TO NARA WHEN 20 YEARS OLD. <DA: N1-255-94-1, 14>
1712		Injury Reporting	Contact Center Records Mgr.
1720		Accident/Mishap Reporting	Contact Center Records Mgr.
1730		Protective Clothing and Equipment	(see below)
1730	123	SPECIAL PERMIT FILES Requests for permits to operate and handle special type machines and tools controlled by manufacturers.	DESTROY ON EXPIRATION OF PERMIT OR WHEN SUPERSEDED. <DA: N1-255-94-1> (N 21-8)
1740		Safety Standards	(see below)
1740	124	HEALTH PHYSICS AND PROCESS CONTROL DATA LOGS Records of 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.	RETIRE TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 21-9)

1740	125	SAFETY STANDARDS FILES 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. <u>OFFICE DEVELOPING THE STANDARDS</u>	DESTROY WHEN 10 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 21-1)
		B. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY 2 YEARS AFTER SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER. <DA: N1-255-94-1>
1800		Occupational Health	(see below)
1800	126 PASR	HEALTH AND OCCUPATIONAL MEDICINE RECORDS NOTE: Occupational Safety and Health Administration (OSHA) records are maintained under AFS 8720. See Schedule 8 for records created in this series.	
	126	A. <u>NASA HEALTH INFORMATION MANAGEMENT SYSTEM - NASA 10 HIMS</u> NASA Civil Service employees and applicants; other agency civil service and military employees working at NASA; visitors to centers; onsite contractor personnel who receive job related examinations, have mishaps or accidents, or come to the clinic for emergency or first aid treatment.	SEE FOLLOWING INDIVIDUAL ITEMS LISTED SEPARATELY BY RECORD SERIES/CATEGORY. <DA: N1-255-94-1>
		B. <u>SPACE FLIGHT PERSONNEL AND THEIR FAMILIES</u>	* PERMANENT * SEE SCHEDULE 8.
		C. <u>HEALTH AND MEDICAL REPORTS</u> Statistical reports on health and medical services and vital statistics reports on NASA personnel. Includes copies of statistical summaries and reports with related papers pertaining to employee health, retained by reporting unit.	

		1. Headquarters.	DESTROY 6 YEARS AFTER DATE OF SUMMARY OR REPORT. <DA: N1-255-94-1> (N 11-5)
		2. Centers.	DESTROY 2 YEARS AFTER DATE OF SUMMARY OR REPORT. [GRS 1-22]
		<u>D. CONSOLIDATED HEALTH AND MEDICAL REPORTS</u> THIS RECORD SERIES IS NO LONGER CREATED. SHOULD THERE BE A REQUIREMENT FOR THIS TYPE OF DOCUMENTATION, PLEASE CONTACT YOUR LOCAL CENTER RECORDS MANAGER FOR INSTRUCTIONS.	<i>C L O S E D S E R I E S</i>
1800	127	EMPLOYEE HEALTH RECORDS <u>A. INDIVIDUAL HEALTH CASE FILES - EMPLOYEE MEDICAL FOLDER (EMF)</u>	
		1. Examinations recorded on SF 78, such as pre-employment physical examinations; health qualification placement records; disability retirement examinations; fitness for duty examinations; and any other documents deemed of long-term value as defined in 5 CFR part 293, subpart E.	
		(a) Transferred employees.	UPON TRANSFER, SHIP ENTIRE MEDICAL RECORD, INCLUDING X-RAYS, TO MEDICAL OFFICE OF NEW ASSIGNMENT. [GRS 1-21a(1)] (N 11-4)
	127	(b) Separated employees.	30 DAYS AFTER SEPARATION TRANSFER TO NATIONAL PERSONNEL RECORDS CENTER (NPRC), ST. LOUIS, MO. NPRC WILL DESTROY 75 YEARS AFTER BIRTH DATE, 60 YEARS AFTER DATE OF THE EARLIEST DOCUMENT IN THE FOLDER IF THE DATE OF BIRTH CANNOT BE ASCERTAINED, OR 30 YEARS AFTER LATEST SEPARATION, WHICHEVER

			IS LATER. [GRS 1-21a(2)]
		2. TEMPORARY or SHORT-TERM records as defined in the FPM. Records may consist of forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the Health Unit, EXCLUDING records cited in "a." above. These are records that are not required for filing in the EMF, and if not retained by the agency, should UNDER NO CIRCUMSTANCES be sent to the NPRC.	DESTROY 1 YEAR AFTER SEPARATION OR TRANSFER OF EMPLOYEE. [GRS 1-21b]
		3. Individual Employee Health Case Files created prior to establishment of the EMF system that has been retired to an FRC.	DESTROY 60 YEARS AFTER RETIREMENT TO FRC. [GRS 1-21c]
		<u>B. INDIVIDUAL NON-OCCUPATIONAL HEALTH RECORD CARDS/FILES"</u> Records in this series include forms, correspondence, and other documents, including summary records, documenting an individual employee's medical history, physical condition and visits to Government health facilities, for non-work related purposes, EXCLUDING records covered by A. above.	
		1. NASA employees Cards that contain such information as date of employee's visit, diagnosis, and treatment.	DESTROY 6 YEARS AFTER DATE OF LAST ENTRY. [GRS 1-19] (N 11-2)
		2. Onsite Contractor Personnel Doctor's clinic records or similar records that contain data of visit, diagnosis, and treatment.	DESTROY 8 YEARS AFTER INDIVIDUAL'S EMPLOYMENT ON-SITE IS TERMINATED. <DA: N1-255-94-1> (N 11-3)
		<u>C. EMPLOYEE ASSISTANCE PROGRAM</u> Personal case files consisting of handwritten notes, letters to physicians or counselors, calendar of treatment(s), authorization releases, after care information and telephone messages. Case files are to be maintained separate from the EMF and/or the Official Medical Record(s), kept to an absolute minimum, and handled with privacy in accordance with Section 408 of Public Law 92-155.	

	127	1. Management Referral.	DESTROY 5 YEARS AFTER LAST DATE IN FILE, OR UPON TERMINATION OF EMPLOYEE. <DA: N1-255-90-8>
		2. Voluntary.	DESTROY 2 YEARS AFTER LAST DATE IN FILE, OR UPON TERMINATION OF EMPLOYEE. <DA: N1-255-90-8>
1810		Professional Medical Services	Contact Center Records Mgr.
1812		Medicines	Contact Center Records Mgr.
1814		Clinical Facilities	(see below)
1814	128	HEALTH UNIT CONTROL FILES Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.	
		A. <u>SUMMARIZED ON STATISTICAL REPORT</u>	DESTROY 3 MONTHS AFTER LAST ENTRY. [GRS 1-20a] (N 11-1)
		B. <u>NOT SUMMARIZED</u>	DESTROY 2 YEARS AFTER LAST ENTRY. [GRS 1-20b]
1815		Narcotics and Drugs	(see below)
1815	129	NARCOTICS AND SEDATIVE DRUG RECORDS All records on the control and disposition of narcotic and sedative drugs, including completed NASA Forms 1387, describing dosages, shipments, inventories, and verifications.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1> (N 11-11)
1820		Preventive Medicine	Contact Center Records Mgr.
1830		Physical Fitness	Contact Center Records Mgr.
1840		Industrial Hygiene	Contact Center Records Mgr.
1845		Health Standards	Contact Center Records Mgr.
1846		Toxicology	Contact Center Records Mgr.
1847		Advisory Center on Toxicology	Contact Center Records Mgr.

1850		Space Medicine	Contact Center Records Mgr.
1860		Radiological Health	(see below)
1860	130	RADIATION RECORDS	
	PASR	<u>A. GODDARD SPACE FLIGHT CENTER RADIATION SAFETY COMMITTEE RECORDS - NASA 51 RSCR</u>	
		Employment and training history of radiation users and custodians under Goddard Space Flight Center (GSFC) cognizance.	RECORDS ARE KEPT FOR 2 YEARS. IF EMPLOYEE DOES NOT WISH TO BE RENEWED FOR THE POSITION AT THE END OF 2-YEAR PERIOD, THE RECORD IS REMOVED AND PLACED IN AN INACTIVE FILE. RECORDS ARE RETAINED AT GSFC UNTIL DESTROYED. DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-1>
	130 PASR	<u>B. KENNEDY SPACE CENTER RADIATION TRAINING AND EXPERIENCE SUMMARY - NASA 76 RTES</u> Custodians and/or users of sources of radiation (ionizing and non-ionizing) Applicable to all users or custodians at Kennedy Space Center (KSC) and NASA or NASA contractor personnel at Cape Canaveral Air Force Station, Florida, or Vandenberg Air Force Base, California.	RECORDS ARE RETAINED AT KSC. DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-1>
	PASR	<u>C. KSC-USNRC OCCUPATIONAL EXTERNAL RADIATION EXPOSURE HISTORY FOR NUCLEAR REGULATORY COMMISSION LICENSES - NASA 76 XRAD</u> KSC personnel, civil servants, and contractor personnel, who have received radiation exposure. Files include name, date of birth, exposure history, name of license holder, and social security number.	RECORDS ARE RETAINED AT KSC. DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-1>
	PASR	<u>D. GLENN RESEARCH CENTER OCCUPATIONAL RADIATION EXPOSURE RECORDS - NASA 22 ORER</u> Present and former Glenn Research Center (GRC) employees and contractor personnel who may be exposed to radiation. Files include name, date of birth, exposure history, name of license holder, social security number, employment and training history.	RECORDS ARE RETAINED AT GRC. DESTROY WHEN 75 YEARS OLD. <DA: N1-255-94-1>

1870		Environmental Sanitation	(see below)
1870	131	PESTICIDE RECORDS	(N 11-10)
		A. <u>ANNUAL REPORTS</u> Reports of pesticides used at NASA Centers prepared by Headquarters at the request of the Federal Committee on Pest Control (FCPC). RECORDS IN THIS SERIES ARE NO LONGER CREATED. SHOULD THERE BE A NEED FOR THIS ITEM, CONTACT YOUR LOCAL CENTER RECORDS MANAGER FOR INSTRUCTIONS.	<i>C L O S E D S E R I E S</i>
		B. <u>MISCELLANEOUS REPORTS</u> Reports on pesticides used at Centers, such as FCPC Forms 1 and 2.	
		1. Headquarters.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 11-9)
	131	2. Centers.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
1870	132	ENVIRONMENTAL HEALTH REPORTS	
		A. <u>REPORTS ON ENVIRONMENTAL HEALTH FROM CENTERS</u>	
		1. Headquarters.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 11-7)
		2. Centers.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
		B. <u>CONSOLIDATED REPORTS, PROGRAM EVALUATION REPORTS BY HEADQUARTERS, BASED ON REPORTS DESCRIBED IN "A." ABOVE</u> RECORDS IN THIS SERIES ARE NO LONGER CREATED. SHOULD THERE BE A NEED FOR THIS ITEM, CONTACT YOUR LOCAL CENTER RECORDS MANAGER FOR INSTRUCTIONS.	<i>C L O S E D S E R I E S</i> (N 11-8)
1880		Entomology	Contact Center Records Mgr.
1890		Disaster Medical Planning	Contact Center Records Mgr.
1900		Ethics Management Program	(see below)

<p>1900</p>	<p>133</p>	<p>ETHICS PROGRAM FILES</p> <p><u>A. ETHICS PROGRAM IMPLEMENTATION, INTERPRETATION, COUNSELING, AND DEVELOPMENT FILES</u></p> <p>Records maintained by ethics program offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Including:</p> <ul style="list-style-type: none"> -Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records. -Determinations, including advice and counseling to individual employees, and supporting records. -Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities. 	<p>DESTROY WHEN OBSOLETE OR SUPERSEDED. [GRS 1-27]</p>
	<p>133</p>	<p>1. Records such as determinations regarding attendance at widely-attended gatherings which appropriate agency ethics officials determine are related to the routine, non-precedential application of settled legal standards to common factual situations and are not interpretations of the conflict of interest statutes, 18 U.S.C. “ 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines.</p>	<p>Destroy when 3 years old or when superseded or obsolete, whichever is later. <GRS 25-1-a></p>
		<p>2. All other records.</p>	<p>Destroy when 6 years old or when superseded or obsolete, whichever is later. <GRS 25-1-b></p>
	<p>PASR</p>	<p><u>B. STANDARDS OF CONDUCT COUNSELLING CASE FILES - NASA 10 SCCF</u></p> <p>Current, former, and prospective NASA employees, who have sought advice or have been counseled regarding conflict of interest requirements for government employees. Files could include, depending upon the nature of the problem, information collected on employment history, financial data, and information concerning family matters.</p>	<p>RECORDS ARE RETAINED AT NASA HEADQUARTERS. DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-1></p>

	<p>C. <u>ETHICS AGREEMENT RECORDS</u></p> <p>Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including:</p> <ul style="list-style-type: none"> -Records relating to the review and issuance of recusals (disqualifications) resignations, reassignments, and divestures. -Records relating to determinations, authorizations, and waivers under 5 C.F.R. § 2635.502 and 2635.503. -Records relating to the review and issuance of waivers of disqualifications under 18 U.S.C. § 208(b)(1) and (b)(3). -Records relating to the review and issuance of post-employment issues of civil servants at FFRDCs. 	<p>DESTROY 6 YEARS AFTER THE WAIVER OR OTHER AGREED-UPON DETERMINATION OR ACTION HAS BEEN ISSUED OR UNDERTAKEN OR IS NO LONGER IN EFFECT, WHICHEVER IS LATER. <GRS 25-3></p>
	<p>D. <u>REFERRALS AND NOTIFICATIONS OF VIOLATIONS OF CRIMINAL CONFLICT OF INTEREST STATUTES AND OTHER POTENTIAL VIOLATIONS FILES</u></p> <p>Referrals made to Inspectors General or the Department of Justice and notifications to OGE concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution.</p>	<p>Destroy when 6 years old. <GRS 25-4></p>
	<p>E. <u>ETHICS PROGRAM REVIEW FILES</u></p> <p>Reports, correspondence, and other records relating to OGE reviews of agency compliance with executive branch ethics laws and regulations in such areas as financial disclosure, education and training, and advice and counseling as well as Agency self-audits</p>	
	<p>1. OGE program review reports, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies</p>	<p>DESTROY WHEN 10 YEARS OLD <GRS 25-6-a></p>
	<p>2. All other records produced during OGE program reviews, including notes and background materials.</p>	<p>DESTROY 1 YEAR AFTER THE DATE OF THE OGE PROGRAM REVIEW REPORT OR, IF THERE ARE RECOMMENDATIONS, ONE YEAR AFTER THEY</p>

			ARE CLOSED. <GRS 25-6-b>
		3. Agency Program Review Files.	DESTROY 1 YEAR AFTER THE DATE OF THE OGE PROGRAM REVIEW REPORT OR, IF THERE ARE RECOMMENDATIONS, ONE YEAR AFTER THEY ARE CLOSED. <GRS 25-6-b>
		F. <u>ETHICS PROGRAM PROCEDURES FILES</u> Procedures and related supporting records on the administration of ethics programs including, but not limited to, public and confidential financial disclosure reports systems, outside employment and activities approval systems, and referrals of violations of criminal conflict of interest statutes.	DESTROY WHEN 6 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS LATER. <GRS 25-9>
		G. <u>ANNUAL AGENCY ETHICS PROGRAM QUESTIONNAIRE FILES</u>	
		1. Questionnaire completed by ethics officials on an annual basis in compliance with Section 402(e)(1) of the Ethics in Government Act of 1978, as amended, and associated records.	DESTROY 3 YEARS AFTER SUBMISSION <GRS 25-7-a>
		2. All other records related to responses to annual agency ethics program questionnaires.	DESTROY 1 YEAR AFTER SUBMISSION OF ASSOCIATED ANNUAL AGENCY ETHICS PROGRAM QUESTIONNAIRE <GRS 25-7-b>
		H. <u>ETHICS PROGRAM EMPLOYEE TRAINING AND EDUCATION FILES</u>	
	133	1. Records relating to the administration of new employee ethics orientations, annual, and other types of ethics training and education. Records include, but are not limited to, annual plans, schedules of classes, rosters of employees required to attend, verification of training completion and other related records.	DESTROY WHEN 6 YEARS OLD <GRS 25-8-a>
		2. Record copy of materials used in providing new employee ethics orientations, annual, and other types of ethics training and education including, but not limited to , instructors' guides, handbooks, handouts and other materials used in training classes, bulletins, and newsletters.	DESTROY WHEN 6 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS LATER. <GRS 25-8-b>
		I. <u>NON-FEDERALLY FUNDED TRAVEL FILES</u>	

		1. Agency copies of Semi-annual Expense Reports for Non-Federally Funded Travel submitted by all Executive branch agencies to the Office of the Government Ethics in accordance with guidance given at 31 U.S.C. § 1353, as implemented by 41 C.F.R. chapter 304 and the use of Standard Form (SF) 326 and SF 326A. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.	DESTROY WHEN 3 YEARS OLD. <GRS 25-5-a>
		2. Statements, forms, and other records to compile Semi-annual Expense Reports for Non-Federally Funded Travel.	DESTROY 1 YEAR AFTER SUBMISSION OF REPORT TO THE OFFICE OF GOVERNMENT ETHICS. <GRS 25-5-b>
		J. <u>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</u> _ Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
		1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <GRS 25-10-A>
		2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. <GRS 25-10-b>
	133	Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Destroy/delete within 180 days after the recordkeeping copy has been produced. <GRS 25-10-a>
		2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Destroy/delete when dissemination, revision, or updating is completed. <GRS 25-10-b>

1900	134	<p>FINANCIAL DISCLOSURE REPORTING FILES</p> <p>Financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report.</p>	
		<p>A. Executive Branch Personnel Public Financial Disclosure Reports (SF 278) and related records</p>	
		<p>1. SF 278 reports for individuals filing in accordance with Section 101(b) or (c) of the Act, and not subsequently confirmed by the U.S. Senate or elected.</p>	<p>DESTROY 1 YEAR AFTER NOMINEE CEASES TO BE UNDER CONSIDERATION FOR APPOINTMENT; <u>EXCEPT</u> THAT DOCUMENTS NEEDED IN AN ON-GOING INVESTIGATION WILL BE RETAINED UNTIL NO LONGER NEEDED IN THE INVESTIGATION. [GRS 1-2a(1)] (N 15-41)</p>
		<p>2. All other records including SF 278.</p>	<p>DESTROY WHEN 6 YEARS OLD; <u>EXCEPT</u> THAT DOCUMENTS NEEDED IN AN ON-GOING INVESTIGATION WILL BE RETAINED UNTIL NO LONGER NEEDED IN THE INVESTIGATION. [GRS 1-24b]</p>
		<p>B. Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and related records.</p>	
		<p>1. OGE Form 450s for individuals not subsequently confirmed by the U.S. Senate.</p>	<p>DESTROY 1 YEAR AFTER NOMINEE CEASES TO BE UNDER CONSIDERATION FOR THE POSITION; <u>EXCEPT</u> THAT DOCUMENTS NEEDED IN AN ONGOING INVESTIGATION WILL BE RETAINED UNTIL NO LONGER NEEDED IN THE INVESTIGATION.</p>

			<GRS 25-2-b-1>
		2. All other OGE Form 450s and OGE Optional Form 450-As.	DESTROY WHEN 6 YEARS OLD; EXCEPT THAT DOCUMENTS NEEDED IN AN ONGOING INVESTIGATION WILL BE RETAINED UNTIL NO LONGER NEEDED IN THE INVESTIGATION. <GRS 25-2-b-2>
		C. Alternative or additional financial disclosure reports and related records.	
	134	1. Reports for individuals not subsequently confirmed by the U.S. Senate	DESTROY 1 YEAR AFTER NOMINEE CEASES TO BE UNDER CONSIDERATION FOR THE POSITION; EXCEPT THAT DOCUMENTS NEEDED IN AN ONGOING INVESTIGATION WILL BE RETAINED UNTIL NO LONGER NEEDED IN THE INVESTIGATION. <GRS 25-2-c-1>
		2. All other alternative or additional financial disclosure reports.	DESTROY WHEN 6 YEARS OLD; EXCEPT THAT DOCUMENTS NEEDED IN AN ONGOING INVESTIGATION WILL BE RETAINED UNTIL NO LONGER NEEDED IN THE INVESTIGATION. <GRS 25-2-c-2>
1900	135	INSPECTION REPORT FILES Case files of investigations 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.	RETIRE TO FRC AFTER CASE IS CLOSED. DESTROY WHEN 30 YEARS OLD. <DA: N1-255-94-1> (N 12-1)
1910		Ethics	See Item 133 of this Schedule.
General		General Schedule Notes	(see below)
	136	RECORDS NOT COVERED ELSEWHERE IN THIS HANDBOOK	SUBMIT NASA FORM 1418, "PROPOSED CHANGE TO NASA RECORDS CONTROL SCHEDULES," TO INSTALLATION RECORDS MANAGER FOR SUBMISSION TO THE

			NASA RECORDS OFFICER FOR PROCESSING. <DA: N1-255-94-1>
	137	REJECTED RECORD OFFERS Records offered to the National Archives and Records Administration but appraised as lacking sufficient research or other value to warrant permanent retention or records that do not require a SF 115. Contact Center Records Manager or the Agency Records Officer for more information on this process.	SEE 36 CFR, SECTION 1228.60, FOR POSSIBLE DONATION; OR DESTROY IMMEDIATELY IF RECORDS ARE NOT WANTED. <DA: N1-255-94-1>
		END OF SCHEDULE	

[| TOC |](#)
[Preface |](#)
[ChangeHistory |](#)
[Introduction |](#)
[Chapter1 |](#)
[Chapter2 |](#)
[Chapter3 |](#)
[Chapter4 |](#)
[Chapter5 |](#)
[Chapter6 |](#)
[Chapter7 |](#)
[Chapter8 |](#)
[Chapter9 |](#)
[Chapter10 |](#)
[AppendixA |](#)
[AppendixB |](#)
[AppendixC |](#)
[AppendixD |](#)
[AppendixE |](#)
[ALL |](#)

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[Search |](#)

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