NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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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

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Chapter 10. NRRS 10

Records Common To Most Offices

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 10 pertain to records which are considered disposable and are created by most, if not all, offices within NASA. Record series within this schedule are considered to be the unofficial or non-record copy. Schedules 1 through 9 cover all official record material.

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
1000	**1**	**READING / CHRON FILES**	SEE SCHEDULE 1
1000	**2**	**ROUGH DRAFTS, WORKING NOTES**	
		Notes, records from which reports, staff papers, and other documents have been prepared and approved.	DESTROY WHEN NO LONGER NEEDED.
1000	**3**	**STENOGRAPHIC NOTEBOOKS**	
		Notebooks from which notes have been transcribed.	DESTROY WHEN NOTES HAVE BEEN TRANSCRIBED OR NO LONGER NEEDED WHICHEVER IS SOONER.
1000	**4**	**CORRESPONDENCE**	
		A. Correspondence making routine arrangements for speeches, meetings, etc.	DESTROY WHEN TWO YEARS OLD. [GRS 23-1]

		B. Correspondence forwarding publications, acknowledging letters or publications, etc.	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]
		C. Correspondence regarding the progress or status of completed studies or reports.	DESTROY WHEN TWO YEARS OLD. [GRS 23-1]
1000	**5**	**INFORMATION COPIES**	
		Copies of telegrams, dispatches, instructions, letters, memorandums, correspondence and other documents which are not a part of the official subject or case file.	DESTROY WHEN NO LONGER NEEDED OR WHEN ONE YEAR OLD WHICHEVER IS SOONER <DA: N1-255-94-1, Schedule 1/78/D>
1000	**6**	**LETTERS - GENERAL**	
		A. Transmittal letters without attachments.	DESTROY WHEN THREE MONTHS OLD.[GRS 14-1]
		B. Letters and notes of simple acknowledgement, and expressions of appreciation for cooperation and assistance.	DESTROY WHEN ONE YEAR OLD. <DA: N1-255-94-1, Schedule 1/78/D>
1000	**7**	**OFFICE WORKING FILES - DUPLICATE COPIES** A. CORRESPONDENCE	
	7	1. Internal memoranda regarding details of office management, forwarding of checks, arrangements forleave, for travel, general cooperation, itineraries.	DESTROY WHEN ONE YEAR OLD. <DA: N1-255-94-1, Schedule 1/78/D>
		2. Correspondence and notices regarding changes or corrections in directories.	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]
		3. Correspondence regarding plans for conferences and meetings, invitations to attend and acceptances or regrets, notices, arrangements for space and facilities, arrangements for chairperson, or speakers, EXCLUDING the record copy of final approved agenda or programs, minutes, transcripts or proceedings, speeches delivered, and comments made at or after the meetings or conferences.	DESTROY WHEN ONE YEAR OLD. ALSO SEE SCHEDULE 1. <DA: N1-255-94-1, Schedule 1/78/D>
		B. REQUESTS	
		1. Requests for information and replies involving no administrative action, no new decisions by NASA, and no original development of special data.	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]
		2. Requests for duplicating, for photography, for the preparation of graphics or charts, for stenographic services.	DESTROY WHEN ONE YEAR OLD. OFFICE OF PRIMARY RESPONSIBILITY (OPR) SEE SCHEDULE 2.
1000	**8**	**OBSOLETE MAILING LISTS**	
		Obsolete mailing lists, notices of corrections to mailing lists, correspondence and memoranda regarding changes or corrections to mailing or distribution lists.	DESTROY AFTER APPROPRIATE REVISION OF MAILING LIST OR AFTER 3 MONTHS, WHICHEVER IS SOONER. [GRS 13-4/a]
1000	**9**	**OBSOLETE FORMS**	

		Obsolete blank forms.	DESTROY IMMEDIATELY.
1000	**10**	**INFORMATION ONLY COPIES**	
		Issuances, notices, reports, releases, tabulations, and publications of other agencies or private industry submitted or received for general information purposes only.	DESTROY WHEN ONE YEAR OLD. <DA: N1-255-94-1, Schedule 1/78/D>
3000	**11**	**VOLUNTARY ACTIVITIES / CHARITIES**	
		Records pertaining to charity drives and other voluntary activities not part of the regularly assigned functions of the Agency.	DESTROY WHEN ONE YEAR OLD. ALSO SEE SCHEDULE 3.
3000	**12**	**FILE COPY OF TIME AND ATTENDANCE REPORTS**	
		Timekeeper copies, in each office, of individual time and attendance reports.	SEE SCHEDULE 3.
	13	REFERENCE DATA Minor items of reference data sent to Centers solely for their information and not requiring any specific administrative action.	DESTROY WHEN ONE YEAR OLD. <DA: N1-255-94-1, Schedule 1/78/D>
	14	EXCESS OFFICE SUPPLIES	
		Excess, unused, office supplies and forms which are not needed in the operation of the office.	RETURN TO STOCK.
	15	**PUBLICATIONS AND OTHER PRINTED MATERIALS** NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set- including obsolete and superseded items.	
		Telephone Directories- obsolete/superseded	DESTROY IMMEDIATELY. OPR SEE SCHEDULE 1.
		Manual issuances - obsolete/superseded	DESTROY IMMEDIATELY. OPR SEE SCHEDULE 1.
		Commercial and industrial catalogues and price lists- obsolete/superseded.	DESTROY IMMEDIATELY.
		Publications from other Government agencies which are not in current use, i.e., old Government Organization Manuals, etc.	DESTROY IMMEDIATELY.
		Extra or stock copies of documents no longer needed for distribution purposes.	DESTROY OR RETURN TO STOCK.

		Formal NASA Reports, extras (TNs, TMs, TRs, SPs, CPs, CRs, etc.)	SEND TO CENTER LIBRARY.
		NASA Contractor Reports	SEE SCHEDULE 5.
		Contractor Progress Reports:	
		Ø Over 2 years old.	DESTROY IMMEDIATELY.
		Technical magazines, periodicals.	DESTROY WHEN NO LONGER NEEDED.
		Congressional Directories/Records - obsolete copies.	DESTROY IMMEDIATELY.
		Federal Registers -- obsolete copies.	DESTROY IMMEDIATELY.
	15	Appropriation Hearings - duplicate copies.	DESTROY IMMEDIATELY OR SEND TO INSTALLATION HISTORIAN.
		END OF SCHEDULE	

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