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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1441.1D

Effective Date: February 24,

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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

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

Preface

P.1 Purpose

a. This NPR sets forth the retention periods of Federal records of the National Aeronautics and Space Administration (NASA). This revised edition has been correlated with the Agency Filing Scheme (Appendix A), which is the filing scheme for NASA, and the General Records Schedules (GRS) produced by the National Archives and Records Administration (NARA). The scope includes Privacy Act Systems of Records and record series previously omitted. Guidance has been provided in the areas of records retirements, transfers, and retrievals from Federal Records Centers (FRC), and disposal actions. Included are procedures for making changes to these schedules by addition of new items or revisions of current items.

b. The NASA Records Retention Schedules (NRRS) are a controlled publication and are revised continuously by record series title and item number changes. The most current approved version of this NPR is in the NASA Online Directives Information System (NODIS).

P.2 Applicability

The procedures and guidelines contained in this NPR are applicable to NASA Headquarters and NASA Centers, including component facilities, the Jet Propulsion Laboratory, and other contractors to the extent specified in their contracts.

P.3 Authority

- a. 36 CFR, Chapter XII -- National Archives and Records Administration, Subchapter B -- Records Management.
- b. 44 U.S.C., Chapters 29, 31, 33.
- c. 44 U.S.C. Section 3501, et seq., the Paperwork Reduction Act of 1995 (Public Law 104-13), as amended.
- d. 5 U.S.C. Section 552a, The Privacy Act of 1974, as amended.

P.4 References

- a. NPD 1400.6F, NASA Records Management.
- b. NPR 1600.1, Security Program Procedural Requirements

P.5 Cancellation

NPR 1441.1C, dated March 17, 1997.

/a/ Paul A. Strassmann
Acting Chief Information Officer

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

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