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Through Ch. 3

NASA RECORDS DISPOSITION HANDBOOK

Procedures Governing the Retention, Retirement, and Destruction of Agency Records

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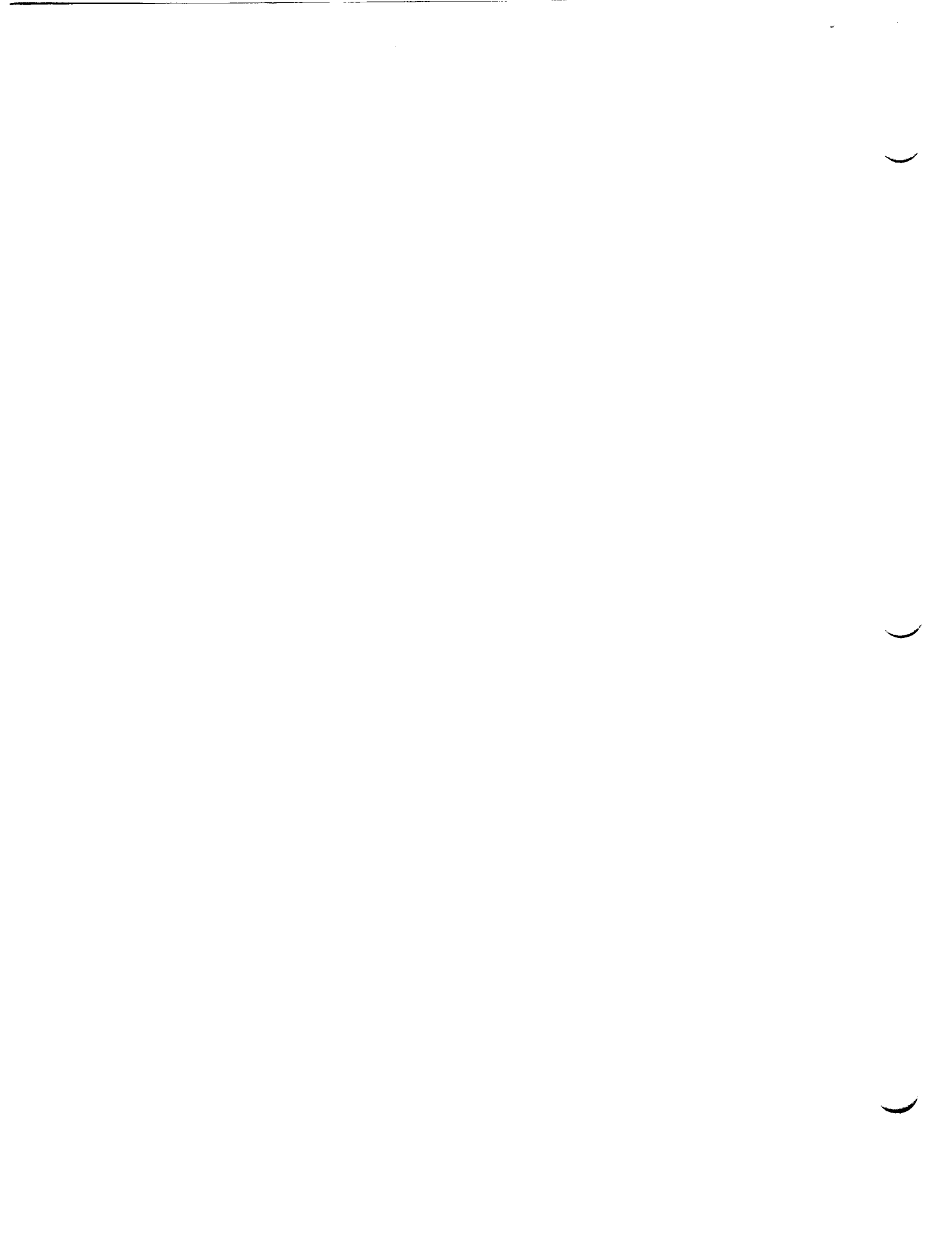
(NHB-1441.1A) NASA RECORDS
DISPOSITION HANDBOOK: PROCEDURES
GOVERNING THE RETENTION,
RETIREMENT, AND DESTRUCTION OF
AGENCY RECORDS (NASA) 194 p

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The NASA logo is displayed in a large, bold, black, sans-serif font. The letters are thick and blocky, with a small, stylized wing-like element on the right side of the 'A'.



CHANGES CHECK LIST

This check list is provided for recording receipt of changes , date of change , name of poster and date of posting .

CHANGE		POSTING		CHANGE		POSTING	
No.	Date	Initials	Date	No.	Date	Initials	Date
1				16			
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CHANGE		POSTING		CHANGE		POSTING	
No.	Date	Initials	Date	No.	Date	Initials	Date
31				52			
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42				63			
43				64			
44				65			
45				66			
46				67			
47				68			
48				69			
49				70			
50				71			
51				72			

PREFACE

Date: December 1970

This Handbook sets forth the disposition of official records of the National Aeronautics and Space Administration. Its provisions are applicable to NASA Headquarters and all field installations.

This revised edition has been enlarged in scope and retitled to provide guidance in all aspects of records retirements, transfers, destruction, and retrievals from Federal Records Centers. New records control schedules have been added and others revised. Also included are procedures for making recommendations for improved coverage of records categories by additions or revisions.

The NASA Records Control Schedules are issued under authority of the NASA Records Management Officer in accordance with Section 101-11.406, Federal Property Management Regulations. They were approved for NASA use by the National Archives and Records Service, the General Accounting Office, and by the Joint Committee on the Disposition of Executive Papers, U.S. Congress.

Requests for additional copies of this Handbook should be submitted to the local NASA Management Issuance Distribution point. This Handbook will be revised by page changes and is a controlled publication.

NHB 1441.1 and Ch. 1 thereto are hereby canceled.


A. A. Cigarette
Director
Administrative Services Division

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TABLE OF CONTENTS

<u>CHAPTER</u>		<u>Page</u>
I	APPLICATION OF NASA RECORDS CONTROL SCHEDULES.....	I-1
II	RECOMMENDING CHANGES TO NASA RECORDS CONTROL SCHEDULES.....	II-1
III	TRANSFERRING RECORDS TO STAGING AREAS AND FEDERAL RECORDS CENTER.....	III-1
IV	RETRIEVAL SERVICE.....	IV-1
V	NASA RECORDS CONTROL SCHEDULES.....	V-1
	1. General and Administrative.....	1-1
	2. Accounting--Accountable Officers Records.....	2-1
	3. Accounting--Expenditure Records.....	3-1
	4. Accounting--Payrolling and Pay Administration Records....	4-1
	5. Accounting--Stores, Plant and Cost Records.....	5-1
	6. Audit.....	6-1
	7. Budget and Programming.....	7-1
	8. Buildings Management.....	8-1
	9. Photographic and Graphics Services.....	9-1
	10. Communications.....	10-1
	11. Health and Medical.....	11-1
	12. Inspection and Security.....	12-1
	13. Legal, Patent and Invention Records.....	13-1
	14. Motor Vehicle, Maintenance and Operation.....	14-1
	15. Personnel.....	15-1
	16. Printing, Duplicating, and Distribution.....	16-1
	17. Procurement and Supply.....	17-1
	18. Property and Facilities Management.....	18-1
	19. Public Information and Education.....	19-1
	20. Reliability and Quality Assurance.....	20-1
	21. Safety.....	21-1
	22. Travel and Transportation.....	22-1
	23. Technology Utilization.....	23-1
	24. R & D Administration Records.....	24-1
	25. R & D Project Records.....	25-1
	26. Magnetic Records - Scientific, Engineering, and Experimental.....	26-1
	27. Magnetic Records - Business Applications.....	27-1
VI	DISPOSITION OF NONRECORD MATERIALS AND ROUTINE OFFICE FILES...	

APPENDIXES

A.	Glossary of Terms.....	a-1
B.	Alphabetical Index.....	b-1

1

2

3

CHAPTER I: APPLICATION OF NASA RECORDS CONTROL SCHEDULES

The NASA Records Control Schedules are divided along broad functional lines. Schedule 1, "General and Administrative Records," will be used by all offices. Schedules 2 through 27 will be used according to office function. The text of each schedule is arranged into three columns.

The first column titled "Item" is a reference number given to the series descriptions in the second column. The item number used after the schedule number shows in abbreviated form the disposal authority, as needed for Column 14 when completing Standard Form 135, Records Transmittal and Receipt, for transferring records to a Federal Records Center. For example: NRCS 6-2 refers to NASA Records Control Schedule 6, Item 2.

The second column titled "Description of Records" identifies each category and series of records and shows the Office of Record when necessary.

The third column titled "Disposition" shows the required period of time that records must be maintained by NASA offices and by the Federal Records Center. Records should be arranged by fiscal year wherever possible. Records will normally be destroyed or transferred by NASA offices at the beginning of the fiscal year or during "Records Roundup" (October) following the completion of the disposition requirements. The exception to this is records that are maintained for less than one year.

After the inactive records to be removed have been selected and matched with the appropriate item description in the schedule, it can be readily seen:

- a. When the material should be destroyed by your office, or
- b. When it should be transferred to a Federal Record Center, and
- c. How long the Federal Records Center will retain the material.

Material will be transferred to installation staging areas and ultimately to the Federal Records Centers in accordance with the procedures and instructions of each installation's Records Management Officer.

► Please note that the procedures in this Handbook and the dispositions set forth for records are not applicable to library materials or the reference documents normally housed in libraries. Such materials are considered to be non-record materials. The Handbook does not intend to regulate library operations in any way.

8/14/72

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Ch. 1 I-1

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CHAPTER II: RECOMMENDING CHANGES TO NASA RECORDS CONTROL SCHEDULES

Officials who generate and maintain NASA records will submit recommended changes and additions to NASA Records Control Schedules which are intended to make the schedules more comprehensive and easier to use, i.e., when schedule descriptions do not cover a particular type of record, or when existing instructions need change; or, certain instructions should be deleted. Recommendations are to be submitted on NASA Form 1418, "Proposed Change to NASA Records Control Schedules" and forwarded through the installation Records Management Officer to the NASA Records Management Officer, NASA Headquarters, Attn: DHA-1. (See Figure II-1).

Proposed changes must be coordinated by the Records Management Officer with officials of other offices maintaining similar records. Recommendations disapproved by the installation Records Management Officer should not be forwarded to NASA Headquarters. The installation Records Management Officer is also expected to initiate proposed schedule changes and will coordinate such action with officials of interested offices.

a. Who Prepares the Form

Boxes 1 through 13 are completed by the initiating official and the remaining boxes are completed by the installation Records Management Officer.

b. How to Prepare the Form

Box 1 -- TO: (Preprinted)

Box 2 -- THROUGH: (Installation Records Management Officer).
Enter the office code and name of the installation Records Management Officer.

Box 3 -- FROM: (Installation). Enter name of activity, office code and home installation of initiating official.

Box 4 -- Functional Area Accumulating Records. Name of functional area generating the records for which the proposal is being submitted.

Box 5 -- Schedule Title. Enter title of applicable schedule.

Box 6 -- Schedule Nr. Enter number of applicable schedule.

Box 7 -- Item. Check appropriate block indicating whether an additional item is being proposed or whether its a revision of an existing item. Enter schedule item number if proposing change to an existing item.

8/14/72

Ch. 1 II-1

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Box 8 -- Description of Records. Enter proposed new narrative description of the records and check the box, or if records description is not changed, requote the existing description and check "no change."

Box 9 -- Disposition. Enter proposed new disposition instructions and check box, or if disposition instruction is not changed, requote the existing disposition and check "no change."

Box 10 - Justification. Enter reason for proposing the change; why is the addition or the revision desirable.

Boxes 11, 12, & 13 -- Typed Name and Title of Initiating Official, Signature, and Date. Self explanatory.

Records Management Officer's Review --

Recommendations and Comments of Reviewing RMO. Include a specific concurrence with the recommendation, or portion thereof, as appropriate. Also, include any information needed to supplement, implement, and complement that furnished by the initiator.

Type Name of RMO, Signature, and Date. Self explanatory.

SAMPLE

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION PROPOSED CHANGE TO NASA RECORDS CONTROL SCHEDULE		
TO: NASA Records Management Officer NASA Headquarters Attn: Code DHA-1 Mrs. Ethel Smith	FROM: Organizing Office and Installation Procurement Division Marshall Space Flight Center	
4. FUNCTIONAL AREA ACCUMULATING RECORDS Contracts Branch, Procurement Division		
PROPOSAL DATA		
5. TITLE (See Form NHR 1441-1A) Procurement and Supply Records	6. SCHEDULE NO. 17	
	7. ITEM	
	ACTION	NO.
	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> REVIS <input type="checkbox"/> SUP	
RECOMMENDED CHANGE OR ADDITION TO DISPOSITION INSTRUCTIONS		
8. DESCRIPTION OF RECORDS <input checked="" type="checkbox"/> REVISION PROPOSED <input type="checkbox"/> NO CHANGE	9. DISPOSITION <input checked="" type="checkbox"/> REVISION PROPOSED <input type="checkbox"/> NO CHANGE	
Basic Agreement Files -- Basic agreements are made with individual contractors to set forth the negotiated contract clauses which shall be applicable to future contracts entered into between the contractor and NASA during the term of the basic agreements. All basic agreements, current and active, or canceled or superseded for any one contractor, shall be filed together.	Transfer file to FRC 2 years after final payment on the last NASA contract performed by the applicable contractor. Destroy 4 years after transfer.	
10. JUSTIFICATION FOR PROPOSED CHANGE Basic Agreements are not contracts and have not heretofore appeared as an item in the schedule. However, they are binding in a contractual sense, and are essential to the record of the Government's and the contractor's obligations to one another.		
11. FULL NAME AND TITLE OF INITIATING OFFICER Harry W. Roe Chief, Contract Admin. Branch	12. SIGNATURE <i>Harry W. Roe</i>	13. DATE 7/21/72
RECORDS MANAGEMENT OFFICER REVIEW		
14. COMMENTS (See Form NHR 1441-1A) (Continued on reverse) Recommend the new item described herein be added to the NRCS. Basic Agreements are a special sort of document; they justify a place in the Records Control Schedules.		
15. FULL NAME AND TITLE Ethel Smith	16. SIGNATURE <i>Ethel Smith</i>	17. DATE 7/28/72

NASA FORM 1418 (REV. 1-67) PREVIOUS EDITIONS ARE OBSOLETE.

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FIGURE II-1

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Ch. 1 II-3

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CHAPTER III: TRANSFERRING RECORDS TO STAGING AREAS AND FEDERAL RECORDS CENTERS

When to Transfer Records

Inactive or semi-active records should not be allowed to occupy expensive filing equipment and prime office space. Files referred to not more than once a month per file drawer are considered to be inactive and should be transferred to less expensive storage space at installation staging areas and ultimately, to Federal Records Centers. (None of the items appearing on the Disposition of Transitory and Nonrecord Material, Chapter VI of this Handbook, should be transferred.)

Complete Standard Form 135 to Identify Records Transferred

Standard Form 135 "Records Transmittal and Receipt" will be executed for every group of records transferred to installation staging areas, Federal Records Centers, another installation, another Federal agency, and for historical records transferred directly to the National Archives. Standard Form 135A "Records Transmittal and Receipt (Continuation)" will be used as necessary. (See Figures III-1 and III-2.)

a. Distribution of SF 135

Sufficient copies of SF 135s will be made to meet local, shipping and Federal Records Center requirements. One copy will also be forwarded to the NASA Records Management Officer, NASA Headquarters, Code DHA-1, covering shipments to Federal Records Centers, another Federal agency, or to National Archives. Intra-agency transfers or movements of magnetic tape are excluded. SF 135s sent to the NASA Records Management Officer must include the accession number and the records group number.

b. How to prepare SF 135

NOTE: THIS IS THE ONLY RECORD THAT NASA RETAINS TO DESCRIBE RECORDS TRANSFERRED FROM YOUR OFFICE. THIS DOCUMENT IS VITAL TO YOUR OFFICE WHEN YOU OR OTHER EMPLOYEES, IN LATER YEARS, NEED TO RETRIEVE SPECIFIC PAPERS. THE RECORDS MUST BE ADEQUATELY DESCRIBED.

Items 1 through 12 -- Self explanatory.

Item 12 -- Box numbers. Number boxes sequentially, beginning with number 1. Make sure box numbers correspond with each set of records described in Item 13.

Item 13 -- Description of Records with Inclusive Dates.

(1) Avoid the use of abbreviations.

- (2) Show full organizational identity of the office transferring the records to include, as a minimum, the installation, major office and sub-office. Office codes may be used as an additional identifying feature, but will not be used in lieu of any part of the full organizational identity.
- (3) Make a brief statement (not more than two or three sentences) of the major duties or function of the office transferring the records.
- (4) Describe the records being transferred such as, correspondence, memoranda, reports and contracts, and the kinds, of actions the records authorized, directed, etc. Indicate the program and project, if applicable, and if pertinent, the subject content of the records. Show the arrangement of the records (alphabetical, numerical, decimal classification, subject, etc.) then list the contents of each box and indicate the inclusive dates. If they are subject files, usually the folder labels are listed in order. If they are in date, alphabetical or numerical order, it is usually only necessary to list the first and last folders if they are inclusive.

Item 14 -- Disposal Authority. Retention and disposition instructions for each set of records within the group being transferred on a specific transaction, must be cited in this column. Match the description item in the applicable NASA Records Control Schedule (NRCS) in Chapter V of this Handbook. State the NRCS number, item number, and destruction date for each set in the group of records, e.g.--

NRCS 13
 Item 9
 Destroy June 1995

If permanent, state, "PERMANENT per Records Retention Plan No. NN-473-14." If a set of records is not covered by any of the existing NASA schedules, place the notation in Item 14, as shown below, and submit a completed NASA Form 1418 "Proposed Change to NASA Records Control Schedules" along with the copy of the SF 135 to the NASA Records Management Officer.

RETAIN UNTIL
 DISPOSITION
 IS AUTHORIZED

Shipping Containers

Records are transferred in standard GSA records cartons, each holding one cubic foot (12"X15X10 1/2"). They may be obtained through the installation Records Management Officer. The boxes will accommodate either letter-size or legal-size material. Special boxes may be obtained for oversized or odd-sized material, such as punch cards, magnetic tapes or microfilm, when necessary. Nonstandard boxes cannot be used because they will not fit on the shelving at the Federal Records Center.

Packing the Containers

Before placing records in the GSA boxes, make sure that any records eligible for destruction are destroyed, and that any blocks of published materials are removed from the files. Do not, however, remove single copies of publications which are part of the files. Also, do not screen records on a time consuming paper-by-paper basis.

Without disturbing the existing filing arrangement, pack the records snugly in the box with the folders in an upright position. The front of the box is the 12 inch end without the metal staples. The file folder labels should face the front so they can be read easily from that end. Do not force them. If possible, records having the same retention periods should be packed in the same box. Conversely, those having widely different retention periods should not be placed in one box. The record which has the longest retention period will establish the retention of the whole box of records.

Labeling and Transferring Containers

The printed label on the front of each box must be completed in a clear and legible manner. NASA Form 1460 will be used for boxes that are not pre-labeled. A felt tip type marker is recommended. Indicate the accession number, agency, division, or office, and brief description of the records. Each box for the group of records recorded on the SF 135 must be numbered consecutively in the upper right corner of the front of the box, starting with number 1. Close each filled box by tucking the flaps alternately over and under. DO NOT SEAL OR TAPE BOXES.

Each separate transaction transferring a group of records must be assigned an accession number. Contact your installation Records Management Officer for assistance in obtaining the accession number and procedures for pickup of the boxes. The completed copies of SF 135 for each transaction must accompany the boxes or be forwarded to the installation Records Management Officer according to installation procedures.

Restrictions on Transfer of Security Classified Records:

- a. Secret and Confidential records, coming under the General Declassification Schedule, can and should be retired to Federal Records Centers whenever the records become eligible for retirement.
- b. Prior to retiring to a Federal Records Center, Secret and Confidential documents coming within the purview of the General Declassification Schedule (including the older Group 4) will be remarked as appropriate. (See Chapter 3, NHB 1620.3, and Chapter 5, NHB 1640.4B)
- c. Classified records which are Top Secret or are EXEMPT from the General Declassification Schedule (including old Groups 1, 2, and 3) are NOT eligible for retirement.

- d. NATO documents classified RESTRICTED or higher, shall not be retired to a United States depository, but shall be destroyed when they have served their purpose. (See USSAN Instruction 1-69).
- e. Folders of records containing classified material must be segregated from those containing unclassified material and retired in separate boxes and on different accessions. Folders containing classified material may NOT be retired mixed with unclassified material.

Accessioning Security Classified Records:

When the Standard Form 135, "Records Transmittal and Receipt" is filled out to transfer classified records:

- a. Item 1 will show the highest classification of any of the records in any box included in the accession.
- b. Item 13, Description of Records, will start with the following certificate by the head of the office retiring the records:

This certifies that the records in this accession are subject to the General Declassification Schedule, and all automatic downgrading actions possible have been taken and the documents re-marked accordingly. Based on the most recent date of publication of the highest classified document in this accession, all of the contents of the boxes become unclassified on December 31, _____.

Typed
Name _____

Signed _____

(Head of office or his duly authorized representative)

- c. Care must be taken, in Item 13, in describing the classified records to be sure to exclude classified information from the description.

The NASA Physical Security Handbook, NHB 1620.3, as amended, sets forth minimum standards, procedures, specifications, and guidelines for the protection of classified information in the possession of NASA. This Handbook, as implemented by local Security Officers, will be followed.

STANDARD FORM 135 JULY 1961 EDITION GENERAL SERVICES ADMIN. FPMR (41 CFR) 101-11.4		RECORDS TRANSMITTAL AND RECEIPT		TO BE COMPLETED AT FEDERAL RECORDS CENTER		
INSTRUCTIONS Send original and two copies to appropriate Federal Records Center.		ACCESSION NO. 255-73-644		RECORD GROUP NO. NASA -255		
		SIGNATURE		DATE RECORDS RECEIVED		
FROM: (Name and address of Agency transferring records) National Aeronautics & Space Administration Washington, D.C. 20546 Mail Stop 85		TO: (Name and address of Federal Records Center, GSA) Suitland Road Washington, D.C. 20409 Mail Stop 386				
1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY Unclassified - To be released only upon authorization of NASA						
2. SQUARE FEET OF SPACE CLEARED		3. FILING EQUIPMENT EMPTIED			4. CUBIC FEET OF RECORDS TRANSFERRED	
A. OFFICE Code ERO	B. STORAGE --	A. FILE CABINETS (No.) --	B. TRANS FILES (No.) --	C. SHELVING (Lin. Ft.) --		
5. NAME OF AGENCY CUSTODIAN OF RECORDS Joyce C. O'Malley			6. BUILDING AND ROOM NO. FOB 10-B 254		7. TELEPHONE NO. 755-8597	
8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
9. AGENCY OFFICIAL (Signature) Earl W. Dade			10. TITLE Management Technician		11. DATE 10/31/72	
12. BOX NUMBERS PRC ONLY		13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (Show organizational component creating records)			14. DISPOSAL AUTHORITY (Schedule and Item No.)	
1		National Aeronautics and Space Administration Office of Applications Earth Observations Programs Operational Meteorology Satellites Program (Code ERO) This office is responsible for the technology programs which will help establish a firm scientific basis and implement an operational system for global and local-area, short-term weather forecast through the use of satellites with highly developed sensor equipment. The enclosed contains files dealing with flight programs and experiments, weather satellites, sensor equipment used, organizations dealing with data obtained and miscellaneous files--all used in previous projects of this particular program (ERO). (Originals and copies of correspondence, memorandums, and reports). Inclusive dates: 1963-1971 1 <u>Flight Projects and Experiments (1964-1971):</u> Flight Projects Gen #6 (1964) Flight Projects Gen #7 (1965) Flight Projects Gen #8 (1965) Flight Projects Gen #9 (1966) Flight Projects Gen #10 (1967) Flight Schedules-Major Schedules Space Projects at GSFC (1968) Meteorology Flight Experiments (1969-1971)			NRCS 24 Item 2 RETAIN INDEFINITELY Review Nov 1980	

To be filled in by RMO: Use 255 for NASA and 217 for GAO records.

This is the required 8 years for review to evaluate the historical import of the records.

STANDARD FORM 135-A JULY 1961 EDITION GENERAL SERVICES ADMIN. FPMR (41 CFR) 101-11.4	RECORDS TRANSMITTAL AND RECEIPT (CONTINUATION)	AGENCY NASA Headquarters Earth Observations Programs Code ERO	DATE 10/31/72
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BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
-------------	---	--------------------

FRC ONLY	AGENCY	
1 cont.	Weather Satellites (1963-1969): SMS Republic (1963) SMS Overall (1963-1964) SMS Hughes (1963-1964) SMS RCA (1963-1969) ATS (1964) (SMS--Synchronous Meteorological Satellite) (ATS- Applications Technology Satellite)	
2	Sensor Equipment (1965-1968): Spin Scan Camera (1965-1966) Spin Scan Camera (1966) Spin Scan Camera (1968) APT International (1967-1968) APT Demonstration (1968) (APT--Automatic Picture Transmission)	NRCS 24 Item 2 <u>RETAIN INDEFIN- ITELY</u> Review Nov 1980
	Organizations and Work Efforts (1965-1971): Advanced Research & Technology(SR&T) (1965-1970) Weather Facsimile Experiment(WEFAX) (1966-1969) Weather Satellite Programs Benefits (1969-1970) Weather Services Centennial(WESCENT) (1970)	

This is the required
 8 years for review to
 evaluate the historical
 import of the records.

III-6

FIGURE III-2

CHAPTER IV: RETRIEVAL SERVICE

Records can be readily retrieved from staging areas and Federal Records Centers. Routine requests should be made by completing Optional Form 11, "Reference Request - Federal Records Centers." (See Figure IV-1.) When requesting this service be sure to furnish complete delivery information to include your name and telephone number, building name, and street address. The records must be identified by accession number, box number in which the records are likely to be found, and a precise description of the records needed. If available, the location number should also be furnished.

Boxes or individual folders (if properly identified) may be obtained. Generally, Records Centers will also provide information from records over the telephone if the specific record is sufficiently well identified.

Any records withdrawn from the Federal Records Center should be returned. When boxes of records are withdrawn, all folders should be refilled in their proper place in the boxes before being returned. The borrower is responsible for returning the records as soon as they are no longer needed. If records (boxes or folders) are withdrawn and are not to be returned, the borrower must so notify the FRC so their records can be annotated.

Installation Records Staging Areas

Most records of temporary value are disposable within three years after annual cutoff. However, the majority of records of both temporary and permanent value become noncurrent (i.e., do not need to be maintained in expensive office space and filing equipment) before they are eligible for disposal or retirement to a Records Center. A staging area is a storage area in which such records are kept during the interim. It may be a basement, the whole or part of a warehouse or other available type building.

Records staging areas are recommended for use by all installations to prevent unnecessary shipping costs. It precludes the necessity and expense of making partial shipments and minimizes the need for shipping short term retention records.

Staging areas are not intended to function as Records Centers in any way. However, both permanent and temporary records may be stored there until they are eligible for disposal or retirement to a Records Center. Staging areas will not be used for the storage of current, actively used, records.

Normally, staging areas will be under the administrative control of the installation Records Management Officer.

FILE ITEM OR INFORMATION REQUESTED			FRC BOX NO.		
If a complete box is needed, write or type: All			3		
(If several boxes are needed, fill out a separate OF 11 for each box)					
If a file folder is needed, type or write title of folder, obtained from the SF 135. Be sure to enter the box number in which the folder is located in FRC Box No. column.					
If several folders are needed a separate Op Form 11 must be typed for each folder. The reason is because the last copy (yellow copy) is used by the Records Center for the charge out card.					
DATE OF REQUEST (complete)		ACCESSION NO. (Obtained from SF 135)	FOR RECORDS CENTER USE ONLY LOCATION OF RECORD(S) TO BE SEARCHED		
TO (Mail in un- der an- velope) →	General Services Administration Federal Records Center NARS <u>1205 Suitland Road</u>		NATURE OF SERVICE (Leave blank, un- less permanent withdrawal) <input type="checkbox"/> FURNISH COPY OF RECORD(S) ONLY <input type="checkbox"/> PERMANENT WITHDRAWAL <input type="checkbox"/> OTHER (Specify) _____		
	<u>Suitland, 20409 Md.</u> <small>(City) (Zone) (State)</small>				
FOR RECORDS CENTER USE ONLY					
<input type="checkbox"/> RECORDS NOT IN CENTER CUSTODY <input type="checkbox"/> MISSING (Number record(s), information not charge card found in container(s) specified)		SERVICE	TOTAL	TIME REQUIRED	SEARCHER'S INITIALS
<input type="checkbox"/> RECORDS PREVIOUSLY CHECKED OUT TO (Name, agency and date): _____		DOCUMENT			
REMARKS		INFORMATION			
		RESEARCH			
FOR USE OF REQUESTER			RECEIPT OF RECORDS		
NAME OF REQUESTER (Complete)		TELEPHONE NO. (Complete)	REQUESTER PLEASE SIGN, DATE, AND RETURN THIS FORM, FOR FILE ITEM(S) LISTED ABOVE. ONLY IF THE BLOCK TO THE RIGHT HAS BEEN CHECKED BY THE RECORDS CENTER <input type="checkbox"/>		
NAME AND ADDRESS OF AGENCY (Include bldg. and room No.) → (NASA, Office Code, Room Number, Building Name, and Street address.)		SIGNATURE		DATE	
		(Leave blank)			

OPTIONAL FORM NO. 11
JULY 1969
PRESCRIBED BY
GEN. SERVICES ADMIN.
FPMR (41 CFR) 101-11.4

★ U. S. GOVERNMENT PRINTING OFFICE: 1968-312-755

REFERENCE REQUEST — FEDERAL RECORDS CENTERS

5011-103

FIGURE IV-1

CHAPTER V: NASA RECORDS CONTROL SCHEDULES

Background

The "National Aeronautics and Space Act of 1958" abolished the National Advisory Committee for Aeronautics (NACA) and transferred its functions and records to the National Aeronautics and Space Administration (NASA). The Records Control Schedule that was approved for NACA on January 25, 1954 (Job No. II-NNA-718, H.R. 1110, 83rd Congress, 2nd Session), was soon found to be obsolete for use in NASA. Until a new Records Control Schedule could be written, NASA adopted the use of the General Records Schedules that are issued by the General Services Administration (GSA), National Archives and Records Service (NARS), to provide disposition standards for records common to several or all Federal agencies. Although the General Records Schedules are useful, many of the records in NASA are unique and are not included in the schedules. A detailed study of the records in NASA was started by the agency's records officers with the assistance of NARS, in July 1966. The results of that study are the NASA Records Control Schedules (NRCS) that are printed in this Chapter. The first twenty-two schedules were approved by the Archivist of the United States, the Congressional Committee on the Disposition of Executive Papers, and the General Accounting Office during 1968 and 1969. The other schedules and some revisions to existing schedules were approved in 1970 (under amendments to Title 44, U.S. Code) by the Archivist of the United States, the Administrator, General Services Administration, and the General Accounting Office. As the need arises, other schedules may be developed in the future. These NRCS supersede all previous records disposition schedules used in NASA.

Statutory Requirements

The "Records Disposal Act of 1943," as amended, and the "Federal Records Act of 1950," as amended, establish the standards for retention, destruction, and transfer of Federal records. The Administrator of the National Aeronautics and Space Administration, as head of a Federal agency, is required to establish and maintain an active, continuing program for the economical and efficient management of the records of the agency.

Purpose

The NASA Records Control Schedules are mandatory and provide for: (1) the preservation of records which are of long term or permanent value; (2) the prompt disposal of records which do not warrant further retention; and (3) the transfer of records to installation staging areas and to Federal Records Centers which are no longer needed in current business but are not eligible for immediate disposal.

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2/15/74

NASA RECORDS CONTROL SCHEDULE 1: GENERAL AND ADMINISTRATIVE RECORDS

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

The records described in Schedule 1 are the general, management and administrative types of records essential to ordinary office operations but distinct¹ from the records of functional activities set forth in other NASA Records Control Schedules. Some of the records categorized and listed are found only in offices at the upper management levels; others are found at almost every organizational level. Offices with functional management responsibilities will usually need at least one other schedule, in addition to NRCS Schedule 1, to control the disposition of their records.

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made easier by designating and adhering to specific break dates for each category of record material in your file station.

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

1 Upper Level Management Files:

- 1-1 a. Files of the Offices of Administrator, Associate Administrators, and Assistant Administrators, and Installation Directors and Assistant Directors (or equivalent management level) will be transferred to FRC 5 years after close of file. PERMANENT.
Per RR Plan No. NN-473-14
- 1-1 ¹ Except for records of Legislative and International Affairs, Labor Relations, Emergency Planning, Cost Reduction, and Historian's Offices.

NASA Records Control Schedule 1--Continued

DISPOSITION

DESCRIPTION OF RECORDS

ITEM

- 1 be preserved in toto. These files will contain materials reflecting policy studies and analyses, and program development, including correspondence and informal notes between NASA officials; with private sources, foreign governments, and other U.S. Government agencies. Destroy 2 years after break.
- b. Files of Division offices and lower, will normally contain correspondence of a routine nature (any correspondence in these offices relating to policy, procedure, and program development is covered by Item 2 or 3 of this Schedule and historical items by Item 29). These files include correspondence with private sources within the U.S., other U.S. Government agencies, and other NASA offices, (see Items 10-15 of this Schedule for disposition of Congressional and International files). This correspondence generally consists of inquiries and replies that can be answered with available information.
- 2 Management Issuance Documents of Agency-Wide or Installation-Wide Significance or Applicability. Formal policy and procedural issuances (current and obsolete) such as regulations, management instructions, policy directives, circulars, notices, manuals, and other types of directives, with related forms, recommendations, endorsements, clearances and comments; organizational charts and directories (current and obsolete).
 - a. Management Issuances offices responsible for maintaining all records and background material pertaining to each published instruction, handbook, policy directive, etc. Transfer to FRC one year after becoming obsolete or superseded. PERMANENT. Per RR Plan No. NN-473-14
 - b. Offices promulgating policies, procedures, instructions, etc., to be published should transfer all background and related material to Installation Issuances Office (Item a above) Copies of record material will be destroyed when no longer needed.
 - c. Other offices..... Destroy when superseded, obsolete, or no longer needed.

3 Management Appraisal Files. Narrative and statistical reports on significant accomplishments, accounts of and rationale for reorganizations, establishment or disestablishment of field installations; special reports on key planning studies, with related papers showing inception, scope, procedure, results; and case files on approved plans, policies, mission, and programs.

a. Offices of primary responsibility, including the signatory and the office responsible for studying and developing the document.
Transfer to FRC 5 years after close of file. PERMANENT.
Per RR Plan No. NN-473-14

b. Other offices.....
Destroy when no longer needed, superseded, or obsolete.

4 Agreements. Case files on agreements between NASA and other Government agencies, mostly DOD. Includes correspondence and all documents concerning the agreement.

a. Office of Primary Responsibility.....
Transfer to FRC when file is closed. PERMANENT. Per RR Plan No. NN-473-14

b. Other offices.....
Destroy when obsolete or superseded.

5 Management Improvement Reports. Management improvement reports submitted to the Bureau of the Budget, and related analyses and feeder reports.

a. Office of Primary Responsibility.....
Transfer to FRC 2 years after break. PERMANENT. Per RR Plan No. NN-473-14

b. Other offices.....
Destroy 2 years after break.

6 Inter-Agency and National Boards, Panels, and Committees Files. Files, including minutes, agenda, and reports of interagency and national boards, panels, and committees, such as the NASA-DOD Aeronautics and Astronautics Coordinating Board and Panels, and NASA's Historical Advisory Committee. (Also see items 7 and 39.)

NASA Records Control Schedule 1--Continued

DISPOSITION

DESCRIPTION OF RECORDS

ITEM

- 6 a. Files maintained by NASA secretary to such board, panel, or committee. Transfer to FRC 5 years after break or upon dissolution of board, panel, or committee. PERMANENT. Per RR Plan No. NN-473-14 Destroy when no longer needed.
- b. Files maintained by individual members..... Destroy when no longer needed.
- 7 NASA Boards, Panels, and Committee Files. Files including minutes, agenda, and reports of NASA boards, panels, committees, and subcommittees, such as NASA Space Science Steering Committee. (Also see items 6 and 39.) Transfer to FRC 5 years after break or upon dissolution of the board, panel, committee or subcommittee. PERMANENT. Per RR Plan No. NN-473-14
- a. Files maintained by the Secretary to board, panel, committee, or subcommittee. Destroy when no longer needed.
- b. Files maintained by individual member..... Destroy when no longer needed.
- 8 Historical Items. 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. Transfer to FRC 2 years after break. PERMANENT. Per RR Plan No. NN-473-14
- 9 Internal Administrative Files. Administrative operations files of organizational offices. Destroy 2 years after break.
 - a. Correspondence concerning routine or temporary internal administrative matters. Destroy when pertinent employee transfers or is separated.
 - b. Office Personnel Files. (**Employees and military detailees.**) (Official file copies are maintained by Personnel Office.)



DESCRIPTION OF RECORDS

2/15/74

- c. Completed requisitions for service, supplies and equipment, and travel documents. (Official file copies maintained by office rendering services).
- d. Records pertaining to charity drives, bond campaigns, blood donations, and other voluntary activities.
- e. Hand receipt files on materials loaned or issued for use and is to be returned.
- f. Chronological files. These are the extra copies that are filed and maintained chronologically; sometimes called "Reading File." These are duplicates and are not the official record copies.
- g. Suspense files.
- h. Information copies of correspondence, reports, or other documents that are not made a part of an official subject or case file.
- i. File of carbon copies of individual Time and Attendance Reports as maintained by the timekeepers.
- j. Overtime Requests and Authorizations.
- k. Classified Matter Inventory Reporting Files. Documents used to report the results of physical inventories conducted under local requirements to assure proper accounting for all classified matter.
- l. Beneficial suggestions and Incentive Award Files, reports thereon and related correspondence.

DISPOSITION

- Destroy 1 year after action is completed.
- Destroy 2 years after break or upon completion of program, whichever is sooner.
- Destroy when property is accounted for.
- Transfer to Historian's office 1 year after break. Destroy when no longer needed by Historian.
- Destroy when purpose is served.
- Destroy 1 year after break or when no longer needed, whichever is first.
- Destroy 1 year after break or when no longer needed, which ever is first.
- See NRCS 4-2.
- Destroy after next inventory or discontinuance of requirement.
- Destroy 2 years after break.



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<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
10	<u>International Activities Files</u> : Case files on NASA international activities; includes correspondence, reports, agreements, and all related papers.	Transfer to FRC when activity ceases. PERMANENT per RR Plan No. NN-473-14.
11	<u>International Correspondence</u> : Correspondence with private individuals outside of the U.S. requesting information or publications.	Destroy 2 years after response to request.
12	<u>Reports to Congress</u> : Statutory and other reports concerning NASA activities. a. Office submitting report. b. Other offices.	Transfer to FRC 5 years after break. PERMANENT per RR Plan No. NN-473-14. Destroy 5 years after break.
13	<u>Congressional Committee Files</u> : a. Correspondence with members of Congress regarding information about NASA that is to be used for Congressional Committees, hearings, or briefings. b. Transcripts of NASA Hearings before Congressional Committees (Edited Copies).	Transfer to FRC when inactive. PERMANENT per RR Plan No. NN-473-14. Transfer to FRC when inactive. Destroy 15 years after transfer.
14	<u>Proposed Legislation Files</u> : Documents accumulated in the preparation and processing of legislation proposed by or in the interest of NASA. Includes drafts of legislation, reports to committees on introduced legislation, and comments on legislative proposals.	Transfer to FRC 5 years after proposal is enacted into law or proposal is killed. PERMANENT per RR Plan No. NN-473-14.

ITEM

2/15/74

DESCRIPTION OF RECORDS

Congressional Correspondence Files:

- a. Correspondence with Members of Congress concerning agency policy or the status of major programs or projects.
- b. Correspondence with Congressmen regarding the States they represent and letters from their constituents requesting information about space or NASA activities.

16 Publications Requests: Requests from Congressmen for copies of NASA publications which require no formal reply.

17 Labor Relations Files: Documents relating to work stoppages, strikes, and disputes affecting NASA contracts; includes strike reports, reports of work stoppages, correspondence, plans to settle disputes and all related documents.

a. Headquarters.....

b. Field Installations.....

18 Cost Reduction Reports Files: Reports, correspondence, work papers, and other supporting documentation required to be on file.

a. Headquarters.....

b. Field Installations.....

19 Cost Reduction Reports to the President: Including drafts, staffing papers, relevant minutes of review board actions, and other related file material.

DISPOSITION

Transfer to FRC 4 years after break. Destroy 15 years after transfer.

Transfer to FRC 2 years after break. Destroy 3 years after transfer.

Destroy 1 year after request is sent.

Transfer to FRC when inactive. PERMANENT per RR Plan No. NN-473-14.

Destroy 5 years after break.

Transfer to FRC 4 years after close of fiscal year in which records were created. Destroy 2 years after transfer.

Transfer to FRC 3 years after close of fiscal year in which records were created. Destroy 2 years after transfer.

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2/15/74

- a. Headquarters..... Transfer to FRC 6 years after to which report pertains. PERMANENT Per RR Plan No. NN-473-14
 - b. Field Installations..... Destroy after publication's reference value ceases.
- 20 Emergency Preparedness Policy Files. A record copy of each agency-wide or installation emergency directive, plan, and procedure issued by responsible office, and including related background papers and program development reports.
- a. Office of primary responsibility..... Transfer to FRC when superseded or obsolete. PERMANENT. Per RR Plan No. NN-473-14
 - b. Other offices..... Destroy when obsolete or superseded.
- 21 Emergency Operating Directives. Copies of emergency operating directives, plans, and procedures, including delegations of authority, emergency assignments, functions, and instructions.
- 22 Readiness Plans and Reports. Plans and reports of readiness exercises and operations reflecting tests or operations conducted under agency-wide emergency plans.
- 23 Operations Test Files. Installation and program emergency readiness exercises and operations test files consisting of papers accumulated from exercises and tests of emergency instructions, assignments, communications, and facilities.
- 24 Project Control Files. Control files, such as summary cards showing assignments, progress, and completion of projects.
- 25 Records Management Files.
- a. Surveys, descriptive inventories, and development of NASA Records Control Schedules, including coordination papers; Archives, Congressional, and GAO approvals and comments; correspondence relating to revisions and schedule changes (Headquarters only)..... Transfer to FRC when no longer needed for administrative purposes. PERMANENT.
- Per RR Plan No. NN-473-14

ITEMDESCRIPTION OF RECORDS

- 25 b. Surveys, inventories, studies; feeder reports of records holdings and cleanup campaigns; local instructions on records management correspondence.
- c. Formal reports of Records Holdings (Standard Form 136 and NASA Form 1349).
- d. File of Vital Records Protection Status Reports, GSA Forms 2034 and 2035.
- e. Continuing file of itemized records transfers (Standard Form 135) to Federal Records Centers or other installations or agencies.
- f. Office Record Locator Files. Documents used to locate files in current files areas, or files that have been transferred to staging area of retired to FRC; including files plans, lists of selected file numbers, and offices' copies of records shipment lists.
- g. Records Disposition Standard Files. NASA Form 1418 (Proposed Change to NASA Records Control Schedules) maintained by Records Management Officers.

26 (Canceled)

DISPOSITION

- Transfer to FRC 5 years after break. Destroy 5 years after transfer.
- Transfer when administrative need ceases. Destroy 20 yrs after transfer.
- Transfer 5 years after break. Destroy 5 years after transfer.
- Transfer to FRC when no longer needed to retrieve old records. **PERMANENT Per RR Plan No. NN-4/3-14**
- Destroy files plans and list of selected file numbers when superseded. Destroy shipping lists when records reflected thereon have been destroyed; or destroy on discontinuance of organizational activity.
- Destroy 1 year after publication of disposition standard or 1 year after disapproval, whichever is first.

DESCRIPTION OF RECORDS

Forms Management Files. The Master file of each form designed within at each installation, including the NASA series of forms at Headquarters, showing the inception and scope of the form, the program or administrative purposes served by the form, including facsimile copies of each form and revisions thereof, and the references to related procedures instituted, revised, superseded, or cancelled.

a. Forms Number Register Files. Documents used to record and control the assignment of forms numbers, consisting of the sequential entry in the register of the name of each form for every assigned number; including a copy of each published listing or index of forms.

b. Forms Functional Files. A collection of facsimile copies of installation and/or NASA and/or other forms used locally, arranged by functional use, and utilized in determining whether a new form should be developed, or whether existing forms should be desirably consolidated or replaced.

DISPOSITION

Transfer to FRC whenever no longer needed for administrative purposes. PERMANENT per RR Plan No. NN-473-14.

Retain PERMANENTLY. May be retired to FRC when no longer needed. PERMANENT per RR Plan NN-473-14.

Destroy individual forms whenever superseded or obsolete.

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2/15/74

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DESCRIPTION OF RECORDS

DISPOSITION

28 Publications Files. Published and processed documents prepared by NASA, such as technical reports, historical volumes, informational materials and installation organs.

a. The offices of primary responsibility will maintain one record copy of each published or processed document together with related background papers reflecting a basis for the issuance or that contribute to the content of the publication, including coordination papers and comments.

b. Working papers such as notes, rough drafts, background reports, and other such papers (exclusive of those described under Item a).

c. Other offices' printed copies

Transfer to FRC at end of fiscal year in which document is published. PERMANENT
Per RR Plan No. NN-473-14

Destroy 1 year after document is published.

Destroy when reference value ceases.

29 Historian's Source Files. Copies of documents collected and used as source data in preparation of historical volumes. Included are duplicates or copies of correspondence, reports, directives, pamphlets, publications or other official records; preliminary or partial drafts; authors' outline; authors' original notes; and comparable documents.

a. Materials relating to completed volumes

(1) Transfer materials applicable to future volumes to pertinent project files.

(2) Destroy all other materials when related volume is published.

b. Materials accumulated for future volumes

Arrange according to projected historical publication and transfer annually to FRC for storage until needed for related project.

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| 30 | <u>Reports Control and Output Register Files.</u> Documents used to control assignment of reports control symbols and ADP outputs; administrative controls on reports, including studies, decisions, registers, ledgers, correspondence, etc. | Destroy when no longer needed for control purposes. |
| 31 | <u>Management Project Files.</u> Surveys, analytical studies, background papers, notes, data, interim reports, final reports, and related papers pertaining to administrative functions; e.g., appraisal of microfilming proposals, evaluating need of additional filing equipment, reviewing utilization of office machinery, etc. | Transfer to FRC 3 years after completion or termination of project
Destroy 4 years after transfer. |
| 32 | <u>Directory Service Listings.</u> Correspondence, forms, and other records relating to the compilation of building and telephone directory service listings. (The printed directory is retained per Item 28). | Destroy after next issuance of listing. |
| 33 | <u>Military Reports.</u> Reports and copies of documents from the Departments of the Army, Navy, Air Force, and DOD. | Destroy when no longer needed. |
| 34 | <u>Manpower Statistical Data Files.</u> Reports compilation or other documents created to provide a source of statistical data for use in manpower control activities. | Destroy 5 years after break. |
| 35 | <u>Manpower Survey Files.</u> Documents relating to appraisals, either onsite or by other review procedures, such as Manpower Audit Director's Review of Laboratories and Staff Offices. | Destroy 5 years after appraisal is conducted. |

NASA Records Control Schedule 1--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
36	<u>Manpower Authorization Files.</u> Documents and supporting papers relating to the allocation of manpower spaces to successive echelons.	
	a. Office of primary responsibility.....	Transfer to FRC when no longer needed for administrative use. PERMANENT. Per RR Plan No. NN-473-14
	b. Other offices.....	Destroy when obsolete or superseded.
37	<u>Manpower Reports Files.</u> Reports from field installations to NASA Headquarters concerning manpower, and all related papers.	
	a. Field Installations.....	Transfer to FRC 3 years after break. Destroy 7 years after transfer.
	b. Headquarters.....	Destroy 2 years after break.
38	<u>Headquarters Manpower Reports Files.</u> Reports compiled from information received from installations (Item 37).	
	a. Headquarters copy.....	Transfer to FRC 5 years after break. PERMANENT. Per RR Plan No. NN-473-14
	b. Other copies.....	Destroy when no longer needed for reference.
39	<u>Symposia and Conference Files.</u> Files (including invitations, attendance records, agenda, minutes, reports, etc.) of routine and ad hoc conferences and meetings, such as meetings of non-project working groups, task groups, and staff meetings relating largely to administrative matters. (Also see items 6 and 7.)	Transfer to FRC 1 year after break. Destroy 4 years after transfer.
40	<u>Project Name Files.</u> Documents relating to the assignment of popular names to projects and major items of equipment. Included are correspondence concerning proposed names, minutes of meetings	

2/15/74

of Project Designation Committee, coordinating actions on the proposed names, approvals, and related papers.

a. Complete case files of Assistant Administrator for Public Affairs.

b. Headquarters offices responsible for proposing projects to be named and offices and installations recommending names.

41 Special Funds File: Records relating to monies obtained to pay for expenses incurred in conjunction with special guest, or monies from sponsors of programs that could not be returned. Includes "Administrator's Fund", "Activity Fund", "Special Fund", and all other nonappropriated fund activities.

42 Security Storage Equipment Files: 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.

43 ADP Annual Plans Files. Developed by the installations, these plans are submitted thru the responsible Program Offices at Headquarters for review, to the functional office, Office of Tracking and Data Acquisition. The plan data is consolidated in a summary report and used for active reference.

a. Office of functional responsibility (OTDA).

b. Other offices.

Transfer inactive case files to FRC in groups when no longer needed for ready reference. PERMANENT. Per RR Plan No. NN-473-14

Transfer to FRC one year after assignment of name. PERMANENT.

Per RR Plan No. NN-473-14

Transfer to FRC 1 year after the close of the fiscal year to which the records pertain.

Destroy 5 years after transfer.

See NRCS 12-6

Transfer to FRC 5 years (or sooner) after the year to which the plans pertain. Destroy 5 years after transfer.

Destroy when active reference value ceases.

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

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

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

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

Records of financial transactions will be retained onsite at NASA installations for audit by GAO. Such records will be kept for three years after the close of the fiscal year to which they pertain. After the three year period, even though the records have not been audited, installations will transfer the records to the Federal Records Center in their region. Whenever the storage of these records onsite becomes a hardship or a substantial nuisance, the installation may submit a request to the NASA Records Management Officer describing the circumstances and requesting permission to retire the records to the Federal Records Center before the expiration of the 3-year holding period. The request will be transmitted to GAO. Advice of GAO's approval or disapproval action (depending on its schedule for conducting an onsite audit) will be forwarded to the installation by the NASA Records Management Officer.

NASA Records Control Schedule 2--Continued

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

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

The records transferred to GAO custody consist of:

1. Contract and purchasing files comprised of the "GAO copy" of all contracts and purchase orders including modifications, amendments, supplemental agreements, and change orders, etc.
2. The obligating and payment and collection documents include Statements of Transactions (SF 224 or equivalent); Certificates of Deposit (SF 219); Voucher and Schedule of Payments (SF 1166); original basic vouchers, such as a Travel Voucher (SF 1012); Public Voucher for Purchases and Services other than Personal (SF 1034); Voucher for Transfers between Appropriations and/or Funds (SF 1080); Voucher and Schedule of Withdrawals and Credits (SF 1081); Voucher and Schedule to Effect Correction of Errors (SF 1097); and other original vouchers, schedules, and their supporting documentation.

Only the records described above will be transferred under Records Group 217.

Since the original copies of vouchers, schedules, and supporting documents and contracts covering payments to carriers for freight and passenger transportation services are regularly forwarded directly to GAO and disposed of under GAO schedules, carbon copies of these documents in NASA's possession will remain NASA property and will be transferred under Records Group 255. General ledgers, allotment files, analysis documents, work papers, and all other records that are described in items of the NASA Records Disposition Handbook, NHB 1441.1A, and changes, are also in Records Group 255.

2/15/74

NASA Records Control Schedule 2--Continued

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

The term "break" used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

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

Settlement of Accounts Files. Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related papers.

a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.

Destroy 2 years after date of settlement, providing certificate is cleared.

b. Certificates covering periodic settlements.

Destroy when subsequent certificate of settlement is received.

4 Settlement of Claims Files. Schedules of certificates of settlement of claims settled by the General Accounting Office.

Destroy 2 years after date of settlement.

5 Funds Files. Records relating to the availability, collection, custody, and deposit of funds, including appropriation warrants (other than records covered by Item 1).

Destroy 3 years after date of document.

6 Administrative Files. Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

a. Files used for workload and personnel management purposes.

Destroy 2 years after break.

b. All other files.

Destroy 4 years after break.

7 Federal Surety Bond Files:

a. Official copies of the bond and attached powers of attorney:

(1) Bonds purchased prior to January 1, 1956.

Destroy 15 years after bond becomes inactive.

(2) Bonds purchased after December 31, 1955.

Destroy 15 years after end of bond premium period.

b. Other bond files, including other copies of bonds and related papers.

Destroy when bond becomes inactive or at end of bond premium period.

NASA RECORDS CONTROL SCHEDULE 3: ACCOUNTING--EXPENDITURE RECORDS

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

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

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

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

- a. Copies of various obligation or expenditure documents, such as vouchers and schedules, which flow through the ledger unit for posting.
- b. Journal vouchers and similar internal control documents created to authorize and convey entries to the general ledger.

NASA Records Control Schedule 3--Continued

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

In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of July 7, 1943, as amended (4 U.S.C. 374).

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>General Accounts File.</u> Ledgers showing debit and credit entries, and reflecting expenditures in summary.	Transfer to FRC 3 years after fiscal year involved. Destroy 7 years after transfer.
2	<u>Allotment Files.</u> Allotment records, showing status of obligations and allotments under each authorized appropriation.	Transfer to FRC 3 years after fiscal year involved. Destroy 7 years after transfer.

3
2/15/74

Subsidiary Posting and Control Media Files. Records used as posting and control media, subsidiary to the general and allotment ledgers, and not otherwise provided for in this schedule.

- a. Original records
Destroy 4 years after break.
- b. Copies
Destroy 2 years after break.

4

Financial Status of Programs Report:
This is a monthly consolidated agencywide financial report of commitments, obligations, costs, disbursements, and resource authorizations, consisting of 11 volumes, organized generally by program activities.

a. Headquarters Official Record Copy:

- (1) Monthly issues of Volume 1, Summary Data for Administrative Operations, Research and Development, and Construction of Facilities Funding; and Volume 6, Project and Program Year Summary by Program Office and by installation.
- (2) Monthly issues of all other volumes of the report printed.

Transfer to FRC after the close of the fiscal year to which the records pertain. Retain indefinitely.*

- b. All other copies of the reports in Program Offices and other offices.

Transfer to FRC after the close of the fiscal year to which the records pertain. Destroy 5 years after transfer.

Destroy as soon as active reference value ceases.

* Review 8 years after transfer to determine whether permanent retention is justified.

NASA Records Control Schedule 3--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

5

Status of Contracts and Grants Report: This is a consolidated agencywide report of financial and statistical data covering NASA contracts, grants, and intra-Governmental purchase requests.

a. Headquarters Official Record Copy:

- (1) The annual June issues of Formats E-3, E-5A, E-7, E-8, E-9, E-10, E-11, E-12, E-13, E-14, E-16, E-26, E-27, E-28, E-29, E-31, E-34, E-34A, E-35, and E-38.

Transfer to FRC 1 year after the close of the fiscal year to which the records pertain. Retain indefinitely.

- (2) Issues of Formats listed in (1) above, other than the annual June issues.

Destroy monthly issues after 90 days and other issues after the current report is produced.

b. All other copies of the reports in Program Offices and other offices.

Destroy as soon as active reference value ceases.

6

Trial Balance of General Ledger Accounts. This monthly consolidated agencywide financial report, supported by analyses reports at appropriation, fund, or other level, covers all NASA assets, liabilities, funds, equity, revenues, and costs. The consolidated agencywide report is based on and includes the trial balance and related analyses reports submitted by each NASA installation.

a. Original records

- (1) Annual June report

Transfer to FRC when no longer needed. PERMANENT

Per RR Plan No. NN-473-14

Transfer to FRC 2 yrs after fiscal year involved. Destroy 8 yrs after transfer.

- (2) Monthly reports other than June

b. All other copies of the report

Destroy as soon as active reference value ceases.

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

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

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

Financial records which all Federal agencies are required to retire to Federal Records Centers under Group No. 217, are identified in the remarks portion of NRCS 2. Other records in the possession of the NASA Financial Management Organization responsible for payrolling and pay administration which must be transferred to the National Personnel Records Center under Records Group No. 255, include individual earning records, such as SF 1127 (or their EDP equivalents, such as NASA Form 817) and final leave records cards maintained independently of pay and earning records as itemized in this schedule.

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

NASA Records Control Schedule 4--Continued

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal, calendar, pay or leave year, or after a specific action.

ITEM

DESCRIPTION OF RECORDS

1 Earning or Pay Cards Files. Individual earning or pay cards, such as SF 1127, Individual Pay Card, or its equivalent. Includes payrolls when individual earning or pay cards are not prepared. (See Item 9).

2 T&A Reports Files. Time and attendance reports and applications for leave and supporting papers used in payroll preparation and processing. (Where SF1130 Time & Attendance Report or its equivalent is used for both time, attendance, and leave posting purposes, the disposition for Item 3 applies). Includes Overtime Requests and Authorization, NASA Forms 171 and 1110 or equivalent; also designations and revocations to maintain T&A reports and those to certify reports.

3 Leave Cards Files. Leave record cards and final applications for leave and supporting papers, including time and attendance reports, such as SF 1130, or its equivalent, when used as a leave record.

4. Leave Transferred Files. Records showing transfer of leave, such as SF 1150, Record of Leave Data Transferred, or its equivalent.

5 Personnel Notifications Files. Notifications of personnel action, exclusive of those in Official Personnel Folders, or copies used for payroll purposes.

DISPOSITION

Transfer to the National Personnel Records Center, **CPC, 111 Winnebago St. St. Louis, Missouri, 63118**, one year after audit or 3 years after close of year in which generated, whichever is sooner.

Destroy after audit by GAO or 3 years after break, whichever is sooner.

Transfer to National Personnel Records Center, **CPC, 111 Winnebago St. St. Louis, Missouri, 63118**, after audit by GAO or 3 years after break, whichever is earlier. NPRC will destroy when 10 years old.

Destroy copies 2 years after break. **NOTE:** The original of the SF 1150 is filed by the releasing agency on the right side of the Official Personnel Folder.

Destroy after audit by GAO or 3 years after break, whichever is sooner.

- 6 Payroll Certification Files. Payrolls, check lists, and related certification sheets, such as SF 1166, Voucher and Schedule of Payments, or its equivalent.
- 7 Payroll Control Registers Files. Registers, such as SF 1125, Payroll Control Register, or its equivalent.
- 8 Payroll Change Slips Files. Payroll change slips exclusive of those in Official Personnel Folders, such as SF 1126, Payroll Change Slip, or its equivalent.
- 9 Pay Administration Files. Administrative reports and data relating to payroll operations and pay administration.
- 10 Savings Bonds or Notes Authorization Files. Individual U.S. Savings Bonds or Notes authorization cards for payroll allotments.
- 11 Bond Deposits and Purchases Files. Reports of deposits and purchases of bonds and related papers.
- 12 Tax Exemption Files. Withholding tax exemption certificates, such as U.S. Treasury Department Internal Revenue Service Form W-4, Employee's Withholding Exemption Certificate.
- 13 Tax Returns Files. Returns on income taxes withheld, such as U.S. Treasury Department Revenue Service Form W-2, Wage and Tax Statement.
- 14 Tax Reports Files. Reports of withheld Federal taxes and related papers (including records relating to income and social security taxes).

Transfer to National Personnel Records Center (CPR), 111 Winnebago St., St. Louis MO 63118 3 years after break.

Destroy after audit by GAO or 3 years after break, whichever is sooner.

Destroy after audit by GAO or 3 years after break, whichever is sooner.

Destroy 4 years after break.

Close inactive file at end of each year and transfer to FRC 2 years thereafter. Destroy 2 years after transfer.

Destroy 4 years after break.

Destroy 4 years after record is superseded or obsolete.

Destroy 4 years after the date the tax to which they relate becomes due, or the date the tax is paid, whichever is the later.

Destroy 4 years after the date the tax to which they relate becomes due, or the date the tax is paid, whichever is the later.

NASA Records Control Schedule 4 -- Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
15	<u>Retirement Reports and Registers Files.</u>	Destroy 4 years after break.
16	<u>Insurance Reports Files. Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment.</u>	Destroy 4 years after break.
17	<u>Levy and Garnishment Files. Official notice of levy or garnishment, change slips, workpapers and correspondence relating to charge against retirement funds or attachment of salary for payment of back income tax or for other debts of Federal employees.</u>	Destroy 4 years after break.
18	<u>Unemployment Compensation Data Request Files. Requests for wage and separation data to be used in connection with unemployment compensation claims, and related papers; including requests for information, notices of refusal of work offer and related papers.</u>	Destroy 2 years after break.
19	<u>Pay Table Files. Consisting of record sets of pay tables.</u>	Destroy on discontinuance and disestablishment of installation.

2/15/74

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

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

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

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

NASA Records Control Schedule 5 --Continued

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, you would probably break a file which generates an inch or more of correspondence in a year into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, you may only break a file every two or three years when material is generated slowly. You make your records retirement program much easier by designating and adhering to specific break dates for each category of record material in your file station.

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

5 Cost Accounting Reports Files:

- a. Copies held in units which receive reports Destroy 3 years after break.
- b. Copies in units preparing reports, and related work papers. Destroy 4 years after break.

6 Cost Reports Data Files. Ledgers, forms, and machine records used to accumulate data for use in cost reports:

- a. Ledgers and forms. Destroy 4 years after break.
- b. Machine records:
 - (1) Detail cards or tapes Destroy 6 months after break.
 - (2) Summary cards or tapes Destroy 6 months after break.
 - (3) Tabulations Destroy 1 year after break.

2/15/74

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NASA RECORDS CONTROL SCHEDULE 6: AUDITING RECORDS

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

DISPOSITION

DESCRIPTION OF RECORDS

ITEM

- 1 GAO Audits of NASA. Case files on GAO audits of NASA activities.
Includes GAO audit reports, correspondence, certificates of clearance, notice of completion, and all related papers.
 - a. Headquarters liaison office for GAO audits Transfer to FRC 2 years after date of audit report. Destroy 8 years after transfer.
 - b. Organization audited or organization controlling audited Destroy 5 years after date of audit report.
NASA contracts
- 2 NASA Internal Audits. Case files on NASA internal audits.
Consists of audit reports, correspondence, and all related papers.
 - a. Office making review Transfer to FRC 2 years after date of final audit report. Destroy 4 years after transfer.

NASA Records Control Schedule 6--Continued

DISPOSITION

DESCRIPTION OF RECORDS

ITEM

- 2 Organization audited Destroy 5 years after date of audit report.
- Other offices Destroy 5 years after date of audit report.
- 3 GAO Audits of Contractors. Case files on GAO audits of NASA contractors.
 - a. Cognizant procurement office Destroy with related contract file.
 - b. Other offices Destroy 3 years after audit.
- 4 NASA Audits of Contractors. Case files on NASA audits of contractors. Includes papers relating to NASA audits for other Government agencies such as DOD.
 - a. Office making review Transfer to FRC 2 years after date of final audit report. Destroy 4 years after transfer.
 - b. Cognizant procurement office Destroy with related contract file.
 - c. Other offices Destroy 3 years after date of final audit report.
- 5 Other Audits of NASA Contractors. Includes DCAA and HEW audit reports, correspondence, and all related papers.
 - a. Cognizant regional audit office Destroy 3 years after date of audit report.
 - b. Cognizant procurement office Destroy with related contract file.
 - c. Other offices Destroy 3 years after date of audit report.

2/15/74

NASA RECORDS CONTROL SCHEDULE 7: BUDGET AND PROGRAMMING RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 1 Budget Estimates. File copies of budget estimates prepared or consolidated in the NASA Budget Office comprising submissions to the OMB and the Congress.
 - a. Headquarters.....
 - b. Installations.....
- 2 Apportionment Schedules. Apportionment and reapportionment schedules, and memoranda schedules proposing obligations, transfers, etc., under each appropriation.
 - a. Headquarters.....

Transfer files to FRC by fiscal year when no longer needed for active reference. PERMANENT per RR Plan No. NN-473-14. Destroy 3 years after break.

Transfer to FRC 3 years after break for annual accounts and 5 years after break for no year appropriations. PERMANENT.

Per RR Plan No. NN-473-14

NASA Records Control Schedule 7--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	b. Installations.....	Destroy annual accounts 3 years after break and no year accounts 5 years after break.
3	<u>Allotment of Funds</u> . Allotment of funds and memoranda concerning decisions on funding levels and changes.	Transfer to FRC 3 years after break for annual accounts and 5 years after break for no year appropriations. PERMANENT. Per RR Plan No. NN-473-14 Destroy annual accounts 3 years after break and no year accounts 5 years after break.
b.	Installations.....	Transfer to FRC 3 years after break for annual accounts and 5 years after break for no year appropriations. PERMANENT. Per RR Plan No. NN-473-14 Destroy annual accounts 3 years after break and no year accounts 5 years after break.
4	<u>Project Approval Documents (PAD)</u> . Authorizations to initiate and carry out the projects within the scope defined in the PAD and within available allotted funds.	Transfer files by fiscal years to FRC when no longer needed for active reference. PERMANENT. Per RR Plan No. NN-473-14
a.	Headquarters.....	Transfer files by fiscal years to FRC when no longer needed for active reference. PERMANENT. Per RR Plan No. NN-473-14
b.	Installations.....	Destroy annual accounts 3 years after break and no year accounts 5 years after break.
5	<u>Resources Authority Warrants</u> . Authorizations to utilize a stated amount of resources available to the agency (funds and/or personnel complement) for the execution of approved NASA projects and activities.	

- a. Headquarters..... Transfer to FRC 3 years after break for annual accounts and 5 years after break for no year appropriations. PERMANENT. Per RR Plan No. NN-473-14
- b. Installations..... Destroy annual accounts 3 years after break and no year accounts 5 years after break.

6 Work Papers. Work papers, statements, rough data accumulated in preparation of annual budget estimates, including duplicates of papers included in file copies of budget estimates (described in Item 1).

- a. Headquarters..... Destroy 5 years after break for no year appropriations and 2 years after break for annual appropriations.
- b. Installations..... Destroy one year after break.

7 Status Reports. Periodic reports on the status of appropriation accounts and apportionments thereunder.

- a. End of Fiscal Year reports..... Destroy 5 years after break.
- b. All other reports..... Destroy 4 years after break.

8 Budget and Programming Resources Projects:

- a. Correspondence regarding NASA resources matters. Subject files that are brought forward as the subject recurs. **Break file by fiscal year. Destroy earliest file 2 years after no longer needed for reference or is obsolete.**

NASA Records Control Schedule 7--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 8 b. Recurring reports of scientific research and development activities:
 - (1) Headquarters--one copy of each report..... Transfer to FRC when report becomes inactive. **RETAIN INDEFINITELY.**¹
 - (2) Other copies..... Destroy when no longer needed.
- c. Special Studies:
 - (1) Headquarters--one copy of each study..... Transfer to FRC when study becomes inactive. **RETAIN INDEFINITELY.**¹
 - (2) Other copies..... Destroy when no longer needed.

9 Status of Contracts and Grants Report: This is a consolidated agency-wide report of financial and statistical data covering NASA contracts and grants.

a. Headquarters Official Record Copy:

- (1) The annual June issues of Formats E-13, E-17, E-28, E-36-1, E-36-3, and E-36-4.
Transfer to FRC 1 year after the close of the fiscal year to which they pertain. **PERMANENT.**
Per RR Plan No. NN-473-14

- (2) Issues of above Formats other than the June issues
Destroy 2 years after the fiscal year to which they pertain.

b. Other copies of reports in other offices
Destroy as soon as active reference value ceases.

¹ These records will be reappraised in 8 years. If entire series is not appraised as "PERMANENT" records, selections may be made from the series for permanent retention, Per RR Plan No. NN-473-14



2/26/73

NASA RECORDS CONTROL SCHEDULE 8: BUILDINGS MANAGEMENT RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Maintenance Service Requests Files.</u> Requests for building and equipment maintenance services, excluding fiscal copies.	Destroy 2 months after work performed or requisition canceled.
2	<u>Telephone Service Requests Files.</u> Requests from operating units for installation, alterations and relocation or removal of telephone facilities, excluding fiscal copies.	Destroy 1 year after work performed or request canceled.
3	<u>Control Records Files.</u> Records relating to the allocation, utilization, and release of space under agency control, and related reports to General Services Administration.	Destroy 2 years after termination of assignment, or when lease canceled or when plans are superseded or obsolete.

NASA Records Control Schedule 8--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
3	<p>b. Correspondence with, and reports to staff agencies relating to agency space holdings and requirements:</p> <p>(1) Agency reports to General Services Administration regarding space occupied in "Metropolitan Washington"; and "Outside the District of Columbia," and related papers.</p> <p>(2) Copies in subordinate reporting units and related work papers.</p>	<p>Destroy 2 years after break.</p> <p>Destroy one year after break.</p>
4	<p><u>Identification Credentials Files:</u></p> <p>a. Identification credentials, including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room, and visitors passes, and other identification credentials.</p>	<p>See NRCS 12-24</p>
b.	<p>Receipts, indexes, listings and accountable records.....</p>	<p>See NRCS 12-24</p>
5	<p><u>Parking Permit Control Files.</u> Documents relating to the administration and allotment of parking spaces, and used to control the issuance and withdrawal of permits and record violations by holders of permits.</p>	<p>See NRCS 12-25</p>

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2/15/74

NASA RECORDS CONTROL SCHEDULE 9: PHOTOGRAPHIC AND GRAPHICS SERVICES RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two or more years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

ITEM

DESCRIPTION OF RECORDS

1 Visual Communication Media. Prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities.

a. Original Art Work:

- (1) Art work used in Congressional Hearings; budget presentations; summary review conferences; technical briefings; and presentations to the public such as speeches, releases to news media, educational briefs, and exhibits.

DISPOSITION

Where original art is duplicated in a master negative/transparency file, the art may be disposed of after it no longer has current utility; however, all art not duplicated in a master negative/transparency file will be transferred to the Federal Records

NASA Records Control Schedule 9--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

1

Center when no longer needed for reference. **RETAIN INDEFINITELY¹**

(2) Art work used in fund drives, posters for employee sponsored activities, illustrations used in administrative function activities, and other routine in-house activities.

Destroy 1 year after purpose has been served.

b. Master Photographic Negative/Transparency Files; such as used in the production of visual aids (slides, viewgraphs, and photographs) from original art.

Transfer to FRC when no longer needed to reproduce additional visual aids. **PERMANENT.**

Per RR Plan No. NN-473-14

c. Slides and Viewgraphs; used by program, staff, and project offices for presentations.

Destroy when no longer needed or when obsolete.

d. Designs and engineering drawings for fabrication of display models and exhibits.

(1) Original Vellum drawings.....

Transfer to FRC when no longer needed. Destroy 8 years after transfer.

(2) Other copies.....

Destroy when no longer needed.

2 Visual Aids Requisition Files. Requests and instructions for the preparation of the Visual Aids described in Item 1 of this schedule.

Destroy 2 years after break.

3 Visual Aids Requisition Registers. Registers showing receipt of requisition and control number assigned to it.

Destroy 2 years after break.

4 Photographic Work Orders and Ledgers. Work orders and ledgers used in processing and production of photographic services.

Destroy 3 years after break.

¹ These records will be reappraised in eight years to determine what will be retained permanently.

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2/15/74

- 5 Photographic Production Report Files. Reports showing workload, time expended, and type of production (color, black and white, still, or motion picture).
Destroy 1 year after break.
- 6 Film and Equipment Control Card Files. Cards showing film and equipment on loan.
Destroy 1 year after last entry on card.
- 7 Photographic Negative Files. Master negatives for both still and motion pictures. (Refer to NRCS 19 for other types of photographic materials.)
Transfer to FRC when no longer needed actively to reproduce additional visual aids. PERMANENT.

Per RR Plan No. NN-473-14

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2/15/74

NASA RECORDS CONTROL SCHEDULE 10: COMMUNICATIONS RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Radio Frequency Files.</u> Authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.	Transfer to FRC 2 years after break. Destroy 8 years after transfer.
2	<u>Traffic Volume Report Files.</u> Documents reflecting data on circuit usage for engineering of fixed communications facilities, planning, programming, and budgeting and related papers.	
	a. Office of primary responsibility.....	Transfer to FRC 2 years after break. PERMANENT. Per RR Plan No. NN-473.14
	b. Other offices.....	Destroy after 6 months.
3	<u>Communications Representation Files.</u> Documents concerning representation on and recommendations to joint or other non-NASA agencies, including implementation of decisions on signal communications and electronic policies, particularly on radio	Destroy 5 years after break.

Ch. 3

10-1

NASA Records Control Schedule 10--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 3 frequency allocations, call signs, radio interference, and radio propagation matters.
- 4 Communications Program Files. Documents providing guidance or assumptions for the development of the communications segment.
 - a. Office of Primary Responsibility..... Transfer to FRC 2 years after break. PERMANENT. Per RR Plan No. NN-473-14
 - b. Other offices..... Destroy 3 years after break.
- 5 Project Support Requirements Files. Documents reflecting support requirements for the objectives contained in the Center signal plan.
 - a. Office of Primary Responsibility..... Transfer to FRC 2 years after break. PERMANENT. Per RR Plan No. NN-473-14
 - b. Other offices..... Destroy 3 years after break.
- 6 Fixed Communications Facility Project Files. Documents relating to the establishment, approval, and construction or implementation of fixed plan wire and radio facility development projects.
- 7 Communications Facilities Lease Requests Files. Documents relating to requests for providing, rearranging, and removing communication facilities, equipment, and services leased from commercial companies to meet communications objectives of NASA.
- 8 Interference Reduction Files. Documents relating to the testing or advising on techniques and equipment designed to reduce or eliminate electrical disturbances which cause undesirable response or malfunctioning of electronic equipment.

- 9 Communications Operation Files. Documents containing information and data on codes, radio frequency assignments, call signs, and lists of holders of code systems. Destroy when superseded, obsolete, or no longer needed.
- 10 Radio and Television Equipment Service Control Files. Documents related to the servicing and operation of radio and television equipment and systems, including service records and summaries of authorized equipment and service. Destroy when superseded or on discontinuance of the facility or installation, which ever is sooner.
- 11 Communications Security Equipment Requirements Files. Requirements for communications security equipment and all related papers. Destroy 3 years after break.
- 12 Communications Center Message Files. Original copies of outgoing messages. Destroy 1 year after work performed or request canceled.
- 13 Wire and Wireless Message Files. Copies of incoming and outgoing wire and wireless messages and all related records. Destroy 6 months after break.
- 14 Communications Statements and Toll Slips File. Telephone, telegram, twx, and all other communication statements, and toll slips and related papers. Destroy 3 years after period covered by account.
- 15 Communications Accounts Files. Documents relating to telephone, telegraph, and teletype accounting. Vouchers, vendors invoices, and correspondence (excluding fiscal copy). Destroy 2 years after break.
- 16 Telephone Service Requests. Requests from operating units for installation, alterations, relocation, or removal of telephone facilities, excluding fiscal copy. See NRCS 8-2.
- 17 Registered and Insured Mail Files.
- a. Record of received or dispatched registered mail pouches. Destroy 1 year after break.
 - b. Receipt for incoming registered and insured mail. Destroy 1 year after break.
 - c. Record of incoming and outgoing registered and insured mail. Destroy 1 year after break.
 - d. Return receipts for registered, insured, and special delivery mail. Destroy 1 year after break.

NASA Records Control Schedule 10--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
18	<u>Postage Statistical Reports Files.</u> Statistical reports of postage used on outgoing mail.	Destroy 6 months after break.
19	<u>Production Reports Files.</u> Production reports of mail handled and work performed.	Destroy one year after break.
20	<u>Remittance Received Files.</u> Record of remittances and other valuable enclosures received in incoming mail.	Transfer to FRC 3 years after fiscal year in which generated. Destroy 2 years after audit or 7 years after transfer, whichever is first.
21	<u>Official Mail and Messenger Service Records Files.</u> Record of receipts for mail and packages received through the Official Mail and Messenger Service.	Destroy after 6 months.
22	<u>Improper Treatment of Mail Files.</u> Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail.	Destroy 1 year after break.
23	<u>Mail Control Records Files.</u> Records of receipt and routing of incoming and outgoing mail.	Destroy 1 year after break.
24	<u>Annual Report of Official Mailings Files.</u>	Destroy 2 years after break.
25	<u>Motor Messenger Service Records Files.</u> Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules and related and similar records.	Destroy 6 months after break.
26	<u>Top Secret Account Records File.</u>	See NRCS 12-2.
27	<u>Classified Document Accountability Files.</u>	See NRCS 12-3.
28	<u>Destruction Certificate Files.</u>	See NRCS 12-28.

ITEM

29

DESCRIPTION OF RECORDS

Long Line Communications Planning Files. Documents relating to administrative communications planning, projecting requirements and costs, and Headquarters approval; such as NASA Forms 1102 and 1103 and related correspondence.

DISPOSITION

Destroy when reference value ceases.

3/14/72

1

2

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NASA RECORDS CONTROL SCHEDULE 11: HEALTH AND MEDICAL RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- | | | |
|---|--|--|
| 1 | <u>Visit Logs Files.</u> Logs or registers of visits of employees and contractor personnel to dispensaries, first aid rooms, and health units: | Destroy 3 months after last date on log or register. |
| | a. Where information is summarized or statistical reports, and treatments are recorded elsewhere. | Destroy 3 years after last date on log or register. |
| | b. Where information on visit or treatment given is not recorded elsewhere. | Destroy 6 years after date of last entry on card. |
| 2 | <u>Individual Health Record Cards Files.</u> Health record cards of Government employees (exclusive of Item 4 of this Schedule). | Destroy 8 years after individual's employment on-site is terminated. |
| 3 | <u>Individual Medical Records of On-Site Contractor Personnel Files.</u> Doctors Clinic records or similar records of treatment. | |

NASA RECORDS CONTROL SCHEDULE II--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

4 Health Record Case Files:

a. Examinations recorded on SF78, such as preemployment physical examinations; health qualification placement records; disability retirements examinations; fitness for duty examinations; and any other documents deemed of long-term value by both personnel officials and medical officials.

Upon transfer of employee, ship entire medical record, including x-ray films, to medical office of new assignment. Upon separation from Government employment, file medical records in Official Personnel Folder.

b. All professional evaluation forms, correspondence and related papers documenting employee's medical history, including x-ray films (except those mentioned in Item 4a of this Schedule).

Transfer to FRC 1 year after termination of employment. Destroy 6 years after transfer. (FRC will salvage x-ray films).

c. Health and medical case histories, and physical and environmental records pertaining to NASA astronauts.

Transfer to FRC when the program requirement no longer exists. PERMANENT per RR Plan No. NN-473-14.

d. Health and medical case histories and physical examination records, including x-ray films, for all asbestos workers (employees exposed to airborne concentration of asbestos fibers).

Transfer to FRC 1 year after termination of employment. Retain for 20 years in accordance with Section 1940.93, OSHA Regulations.

5. Health and Medical Reports Files: Statistical reports from NASA field installations on health and medical services, and vital statistics reports on NASA personnel.

a. Headquarters

Destroy 6 years after break.

b. Field Installations

Destroy 2 years after break.

6 Consolidated Health and Medical Reports Files: Statistical reports compiled by Headquarters office from reports described in Item 5 of this Schedule.

NASA RECORDS CONTROL SCHEDULE 11--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
6	<p>a. Headquarters</p> <p>b. All other copies</p>	<p>Transfer to FRC 2 years after break. PERMANENT per RR Plan No. NN-473-14.</p> <p>Destroy when no longer needed.</p>
7	<p><u>Environmental Health Reports Files: Reports on environmental health from field installations</u></p> <p>a. Headquarters</p> <p>b. Field Installations</p>	<p>Transfer to FRC 2 years after break. Destroy 4 years after transfer.</p> <p>Destroy 2 years after break.</p>
8	<p><u>Consolidated Environmental Health Reports Files: Program evaluation reports by Headquarters, based on reports described in Item 7 of this Schedule.</u></p> <p>a. Headquarters</p> <p>b. Field Installations</p>	<p>Transfer to FRC 2 years after break. PERMANENT per RR Plan No. NN-473-14.</p> <p>Destroy 2 years after break.</p>
9	<p><u>Pesticides Report Files: Reports on pesticides used at field installations, such as FCPC Forms 1 and 2.</u></p> <p>a. Headquarters</p> <p>b. Field Installations</p>	<p>Transfer to FRC 2 years after break. Destroy 4 years after transfer.</p> <p>Destroy 2 years after break.</p>
10	<p><u>Annual Report on Pesticides Files: Annual report of pesticides used at NASA installations prepared by Headquarters at the request of the Federal Committee on Pest Control.</u></p>	<p>Destroy 2 years after break.</p>

2/15/74

Ch. 3

11-3

NASA RECORDS CONTROL SCHEDULE 11--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 10 a. Headquarters
 b. Field Installations
 Destroy 2 years after break.
- 11 **▲** 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, verifications, etc.
 Destroy 3 years after break.

Transfer to FRC 2 years after break. PERMANENT per RR Plan No. NN-473-14.

NASA RECORDS CONTROL SCHEDULE 12: INSPECTION AND SECURITY RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 1 Inspection Reports Files. Case files of investigative and inspection reports and related papers, on NASA personnel or private concerns having relationships with NASA relating to alleged violations of standards of conduct, regulations, or of Federal criminal law. Transfer to FRC after case is closed. Destroy 30 years after case is closed.
- 2 Top Secret Document Accountability Records Files.
 - a. Records maintained to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. Destroy 5 years after downgrading, transference or destruction of related documents.
 - b. Forms accompanying documents to insure continuing control. Destroy when related document is downgraded, transferred, or destroyed.

NASA Records Control Schedule 12--Continued

DISPOSITION

DESCRIPTION OF RECORDS

ITEM

Destroy 2 years after all documents listed thereon are downgraded, relocated within the installation, transferred, or destroyed.

3 Classified Document Accountability Records: Classified document receipts and inventory files, consisting of forms, ledgers, and registers used to show the receipt and issue, identity, internal routing, and final disposition or destruction of classified documents, but exclusive of documents relating to Top Secret material covered in Item 2 of the Schedule.

4 Security Classification Systems Files. Documents relating to the security classification or grading system, including authorizations for upgrading, downgrading, and declassifying documents or equipment.

- a. Responsible office.....
- b. Other offices.....

Transfer to FRC 2 years after break. PERMANENT. Per RR Plan No. NN-473-14

Destroy after the documents to which the classification action applies have been regraded or declassified by suitable marking, stamping, etc.

5 Access Request Files. Requests and authorizations for individuals to have access to classified information, including visit requests.

Destroy 2 years after authorization expires.

6 Security Storage Equipment Files. 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.

7 Surveys and Inspection of Facilities Files:

- a. Documents relating to surveys and inspections of Government-owned facilities conducted to insure adequacy of protective and preventive measures taken to safeguard information and facilities against sabotage and unauthorized access.

Destroy after completion of next survey or 3 years, whichever is later.

2/15/74

- b. Documents relating to security surveys and inspections of privately owned facilities performing on NASA contracts and related papers. Destroy 3 years after completion of last survey or inspection.
- 8 Fire, Explosion, and Accident Investigative Files. Case files, including all papers relating to the investigations of fires, explosions, and accidents.
 - a. Precedent and unusual cases (selected by pertinent NASA officials). Transfer to FRC 5 years after break. PERMANENT. Per RR Plan No. NN-473-14
 - b. Routine cases. Transfer to FRC 2 years after break. Destroy 8 years after transfer.
- 9 Property Pass Files. Authorization for the removal of property or materials from NASA buildings or reservations. Destroy 3 months after expiration or revocation.
- 10 Accountability of Firearms Files.
 - a. Record of acquisition of firearms. Destroy 1 year after firearm is destroyed or transferred.
 - b. Receipts, logs, or registers recording the issuance, transfer, and return of firearms. Destroy 3 months after return of firearm.
- 11 Certificate to Carry Firearms Files. (NASA Form 699a and 699b.) Destroy 1 year after termination of certificate.
- 12 Firearms Qualification Records Files. All data relating to individual qualifications, training, and maintenance of proficiency in the use of firearms. Destroy one year after termination of individual.
- 13 Guard Assignments and Strength Files:
 - a. Ledger records. Destroy 2 years after final entry.
 - b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements. Destroy 1 year after break.

NASA Records Control Schedule 12--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

14 Key Accountability Files. Records of keys issued.

For areas under maximum security, destroy 1 year after turn-in of key. For other areas, destroy 1 month after turn-in of key.

15 Visitors Registers Files. Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.

For areas under maximum security or if access to classified information is involved, destroy 2 years after final entry or 2 years after date of document, as appropriate; for other areas or if no access to classified information is involved, destroy 3 months after final entry or 3 months after date of document, as appropriate.

16 Guard Force Facility Check Files:

- a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files or agency security offices covered by Items 21 and 22 of this Schedule).
- b. Reports of routine after-hours security checks which either do not reflect security violations or for which the information contained therein is documented in the files defined in Items 21 and 22 of this Schedule.

Destroy 6 months after break.

Destroy after 1 month.

17 Guard Service Control Files:

and

- a. Control center key or code records, emergency call cards.
- b. Round reports, service reports, or interruptions and tests, and punch clock dial sheets.
- c. Automatic machine patrol charts and registers of patrol and alarm services.

Destroy when superseded or obsolete.

Destroy 6 months after break.

Destroy 6 months after break.

18 Guard Logs Files. Logs and registers not covered elsewhere in this Schedule.

Destroy 2 years after final entry.

a. Central guard office master logs.....

NASA RECORDS CONTROL SCHEDULE 12--Continued

2/15/74

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 18 Individual guard post logs of occurrences entered in master logs.
Destroy after final entry.
- 19 Personnel Security Clearance Files:
 - a. Records of investigations of persons employed by, or seeking employment with, the Government or whose relationship with the Government otherwise requires a security clearance; including records created by NASA, such as NASA Forms 346, 397, 838, and 839.
Transfer to FRC 1 year after termination of relationship which caused the investigative process. Destroy 30 years after transfer.
 - b. Copies of investigative reports and papers obtained from the Civil Service Commission (or from FBI through CSC).
Remove from file upon termination of employment relationship and send to CSC in accordance with FPM Chapter 736.
 - c. Standard Form 86, Security Investigation Data for Sensitive Position.
Remove from file and send to Installation Personnel Dept. immediately upon termination of employment relationship for inclusion in Official Personnel Folder in accordance with FPM Sup. 296, App. A, Subchapter S3-2.
- 20 Personnel Security Clearance Status Files: Records maintained in security units to show the security clearance status of individuals, either in the form of lists or rosters.
Destroy when superseded or obsolete.
- 21 Security Violation Files: Case files relating to investigations of alleged security violations but exclusive of files concerning felonies and papers placed in official personnel folders.
Destroy 2 years after completion of final corrective or disciplinary action.

NASA RECORDS CONTROL SCHEDULE 12--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

12-6

- 22 Security Violation Files (Felonies): Case files relating to investigations of security violations of a sufficiently serious nature to be classed as felonies.
- a. Precedent and unusual cases (selected by pertinent NASA official).
- b. Other cases.
- 23 Lost and Found Accountability Files: Reports, loss statements, receipts and other papers relating to lost and found articles.
- 24 Identification Credentials Files:
- a. Identification credentials, including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room, and visitors passes, and other identification credentials that are required to be returned to NASA.
- b. Receipts, indexes, listings, and accountable records.
- 25 Parking Permit Control Files: Documents relating to the administration and allotment of parking spaces, and used to control the issuance and withdrawal of permits and record violations by holders of permits.
- 26 Vehicle Registration and Driver Record Files: Documents used for the registering of privately owned vehicles and the recording of data on individual drivers.
- Transfer to FRC 5 years after date of last action. PERMANENT per RR Plan No. NN-473-14.
- Transfer to FRC 2 years after date of last action. Destroy 5 years after transfer.
- Destroy 1 year after break.
- Destroy 3 months after return to issuing office.
- Destroy after all listed credentials are accounted for.
- Destroy on transfer or separation of parking permit holder or when permit is superseded or revoked, whichever is first.
- Destroy 1 year after expiration or revocation.

NASA RECORDS CONTROL SCHEDULE 12--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
27	<u>Violation Case Files</u> : Reports, statements of witnesses, warning notices, and other case papers relating to arrests, commitments, and traffic violations.	Destroy 2 years after break.
28	<u>Destruction Certificates Files</u> : Certificates relating to the destruction of classified documents.	Destroy 2 years after break.
29	<u>Industrial Security Files</u> : Documents relating to the security classification, or changes thereto, of a contract with industry.	
	a. Precedent and unusual cases (selected by pertinent NASA official).	Transfer files pertaining to individual contractors when all existing contracts have been completed or otherwise terminated. PERMANENT per RR Plan No. NN-473-14.
	b. Other case files.	Destroy 3 years after contract is closed.
30	<u>Security Program Files</u> : Documents containing security information that relate to the background and continuance of the security program.	Transfer to FRC 1 year after break. Destroy 10 years after transfer.

2/15/74



2/15/74

NASA RECORDS CONTROL SCHEDULE 13: LEGAL, PATENT AND INVENTION RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

1 Claims Case Files. Case files relating to claims in favor of, or against the Government for damage, loss, or destruction of property, and for personal injury or death resulting from negligence or wrongful acts or omissions of acts. Included are tort claims, maritime claims, foreign claims, and personal property claims.

a. Master Claims. (Claims files established when many claims may result from a single accident, incident, or disaster).

Transfer to Federal Records Center (FRC)
2 years after final action on case.
Destroy 28 years after transfer.

NASA Records Control Schedule 13--Continued

DISPOSITION

DESCRIPTION OF RECORDS

ITEM

b. Allowed Claims:

(1) Claims involving personal injury or a minor.

(2) Other claims.

c. Disallowed Claims.

2 Miscellaneous Claims Files. Records relating to claims that are not included in the case files described in Item 1.

3 Legal Opinion Files. Documents reflecting legal opinions incident to the interpretation of statutes, regulations, and other legal matters concerning NASA.

4 Claim Investigative Report Files. Documents accumulated from investigating accidents and incidents which could, but do not, result in the filing of a claim.

5 Claims Reports Files. Statistical, fiscal, and related reports on the disposition of claims.

6 Surety Bond Review Files. Documents relating to the review of the legal sufficiency of surety bonds.

Transfer to FRC 2 years after final action on case. Destroy 28 years after transfer.

Transfer to FRC 2 years after final action on case. Destroy 8 years after transfer.

Transfer to FRC 2 years after final action on case. Destroy 28 years after transfer.

Transfer to FRC 2 years after final action on case. Destroy 8 years after transfer.

Transfer to FRC when no longer needed for reference. PERMANENT **Per RR Plan No. NN-473-14**

Transfer to FRC on expiration of pertinent statutory period for filing a claim. Destroy 5 years after transfer.

Destroy 2 years after break.

Destroy 5 years after break.

2/15/74

- 7 Contract Legal Advice. Documents pertaining to pre-award contract advise concerning patent, copyright, and technical data matters.
- 8 Contract Administration of Patent and New Technology Clauses Files. Documents pertaining to actual administration of patent and new technology clauses in contracts especially pertaining to reporting and processing of inventions required to be reported.
- 9 Patent Prosecution and Solicitation Files:
- a. Patent Soliciting Case Files:
 - (1) Files for specific invention disclosures for which no patent application was filed.
 - (2) Files for specific invention disclosures for which patent application was filed.
 - b. Patent Soliciting Instructions: Instructions to installations re: procedures for soliciting.
 - c. Determination of Rights to Employee Inventions: Documents pertaining to Executive Order 10096, et seq.
- 10 Licensing of NASA-Owned Inventions (Domestic and Foreign) Files:
- a. License Grants.
 - b. Inquiries about commercial rights and licensing program.
- Transfer to FRC when no longer needed for reference. Destroy 25 years after transfer.
- Transfer to FRC 2 years after contract close out. Destroy 20 years after transfer.
- Transfer to FRC 6 months after case is inactivated. Destroy 10 years after transfer.
- Transfer to FRC 6 months after patent is issued. Destroy 20 years after transfer.
- Destroy one year after break.
- Transfer to FRC 6 months after case is inactivated or 6 months after patent is issued. Destroy 25 years after transfer.
- Transfer to FRC after expiration of patent. Destroy 5 years after transfer.
- Destroy 2 years after break.

Ch. 3

13-3

NASA Records Control Schedule 13--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
11	<u>Infringement of Patents by NASA Files:</u>	
	a. <u>Infringement Case Files.</u>	Transfer to FRC 3 years after settlement of case. Destroy 25 years after transfer.
	b. <u>Correspondence of general nature regarding patent infringement.</u>	Transfer to FRC 2 years after break. Destroy 20 years after transfer.
12	<u>Licenses Received by NASA on Patents or Patent Application Files. (Headquarters only)</u>	Transfer to FRC 2 years after license is no longer active. Destroy 10 years after transfer.
13	<u>Assistance to Other Agencies on Patent Matters Files. (Headquarters only)</u>	Transfer to FRC 2 years after break. Destroy 5 years after transfer.
14	<u>Subsection 305(c) and 305(d) Files. (Headquarters only)</u>	Transfer to FRC one year after NASA decision is made. Destroy 20 years after transfer.
15	<u>General Legal Advice Files not covered by above specific areas. Includes procurement matters.</u>	Transfer to FRC when no longer needed for reference. Destroy 25 years after transfer.
16	<u>Inventions and Contributions Board Files. Minutes of the meetings of the Inventions and Contributions Board.</u>	
	a. <u>Headquarters will maintain record set.</u>	Transfer to FRC 4 years after break. PERMANENT. Per RR Plan No. NN-473-14
	b. <u>Other copies.</u>	Destroy when no longer needed for reference.

17 Inventions Contributions Files:

- a. Alphabetical files, by contributor, on contributions not considered for award; includes correspondence, evaluations, and all related papers.
- b. Alphabetical files, by contributor, on contributions considered for award; includes correspondence, evaluations, recommendations by the Inventions and Contributions Board and the Administrator and all related papers.

2/15/74

18 Denied Awards Hearings Files. Case files on hearings evolving from denied awards.

Transfer to FRC after case is closed.
Destroy 25 years after transfer.

19 Waiver of Patents Files. Case files on petitions for waiver of patents, and all related papers.

Transfer to FRC 2 years after file is closed. Destroy 23 years after transfer.

20 Inventions and Contributions Board Reference Files. Copies of documents described in items 16-19 of this schedule that are maintained at field installations.

Destroy when no longer needed for reference.

NASA Records Control Schedule 13 -- Continued

DESCRIPTION OF RECORDSDISPOSITION

21

Source Evaluation Board Files: Records and correspondence concerning deliberations and actions of the Administrator or his designee and other officials participating in these actions relating to the final selection of the contractor based on the Source Evaluation Board's report and presentations. (These files are separate from the Board's files set forth in NRCS 17-39).

Transfer to FRC one year after the end of the fiscal year in which the selection took place. Destroy 5 years after transfer.

22

NASA BCA Cases - Government Counsel's Case Files. Appeals before the NASA Board of Contract Appeals consisting of Notice of Appeal, complaint, answer and/or motion, correspondence, transcript of proceedings before the Board, exhibits, briefs in support of the parties' 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.

Transfer to FRC 2 years after year in which Board rendered its decision or case was finally settled. Destroy 6 years after transfer.

23

Court Cases Involving NASA Contracts Files. Files of cases in the District Court, Court of Appeals, or Court of Claims involving NASA contracts; including complaint answer, motions, discovery, transcript of proceedings, trial exhibits and briefs in support of the parties' positions, together with the working papers of attorney handling the case.

Transfer to FRC 2 years after year in which Court renders its final decision or year in which case is settled. Destroy 4 years after transfer.

2/15/74

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

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Motor Vehicle Operating and Maintenance Records:</u>	
	a. Operating records.	Destroy after 3 months.
	b. Maintenance records.	Destroy 1 year after vehicle leaves NASA custody.
2	<u>Ledger and Work Sheets.</u> Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet.
3	<u>Motor Vehicle Reports.</u> Reports on motor vehicles (other than accident, operating, and maintenance reports).	Destroy 3 years after break.
4	<u>Motor Vehicle Accidents Records.</u> Records relating to motor vehicle accidents.	Destroy 6 years after case is closed.

NASA Records Control Schedule 14--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- | | | |
|----|--|---|
| 5 | <u>Vehicle Release Files.</u> Includes certificates of release, copies of title papers, and related correspondence and sales papers. | Destroy 4 years after vehicle leaves NASA custody. |
| 6 | <u>Vehicles Leased Files.</u> Case files on vehicles leased from GSA, including agency's copy of GSA 1152, statements regarding service to vehicle by other than GSA, service and inspection work orders, and motor vehicle use records. | Destroy 4 years after vehicle is returned to GSA. |
| | a. GSA 1152 | Destroy 1 year after completion of action. |
| | b. Other records. | Destroy 1 year after break. |
| 7 | <u>Trip Ticket Files.</u> Daily trip ticket. | Destroy 1 year after break. |
| 8 | <u>Gasoline Issue Files.</u> Documents relating to the issue of gasoline, including issue forms and reports. | Destroy 1 year after break. |
| 9 | <u>Vehicle Operation Files.</u> Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence. | Destroy 3 years after separation of employee or 3 years after re-issuance of authorization to operate Government-owned vehicle, whichever is earlier. |
| 10 | <u>Vehicle Daily Utilization Files.</u> Documents completed by dispatcher and operator to provide information relative to the daily use of vehicle. | Destroy after required transfer of information to other records, unless required for accident investigation or tax purposes. |

2/26/73

NASA RECORDS CONTROL SCHEDULE 15: PERSONNEL RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

ITEM

DESCRIPTION OF RECORDS

- 1 Official Personnel Folders Files. Personnel folders excluding (a) folders or groups of folders selected by the National Archives; and (b) papers on the left, or the so-called "temporary" side of the folder, which are authorized for disposal by Item 8 of this Schedule.

DISPOSITION

See the Federal Personnel Manual for instructions relating to folders of employees transferred to another appointing office;

Transfer folders of separated employees to inactive file on separation in accordance with the Federal Personnel Manual; transfer folder to the National Personnel Records Center, CPC, 111 Winebago St., St. Louis, Missouri, 63118, 30 days after separation.

NASA Records Control Schedule 15--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 2 Service Record Cards Files. Cards showing service records of employees separated or transferred. Destroy 3 years after year of employee's separation or transfer.
- 3 Appointment Files. Correspondence, letters, and telegrams offering appointments to potential employees. If appointment is accepted, file with temporary personnel papers on left side of folder; If appointment is declined:
 - (1) Return to Civil Service Commission with reply and application, if name was received from certificate of eligibles;
 - (2) File inside application for temporary or excepted appointment and dispose of in accordance with provisions in Item 16 of this Schedule.
 - (3) All others destroy immediately.
- 4 Certificate Files:
 - a. Requests for certificates of eligibles..... Destroy 2 years after date of certificates.
 - b. Certificates of Eligibles..... Destroy 2 years after date of certificates.
- 5 Employee Record Cards Files. Cards used for informational purposes outside personnel offices (such as Form OF-4). Destroy after transfer or separation of employee.
- 6 Position Descriptions Files......
 - (a) Retain one copy for 5 years after position is abolished or description is superseded;
 - (b) Destroy other copies when position is abolished or description is superseded.



2/15/74

- 7 Employee Interview Records Files. Entrance and exit interviews and interviews involving complaints by or against the employee.
a. Entrance and Exit Interview Destroy 6 months after transfer or separation of employee.
b. Complaint Interviews..... Destroy 2 years after transfer or separation of employee.
- 8 Temporary Personnel Records. All copies of correspondence and forms maintained as temporary records on the left side of the official personnel folder in accordance with the Federal Personnel Manual.
9. Position Identification Strips Files. Strips used in service control file to provide summary data on each position occupied.
Destroy when position is cancelled or new strip is prepared
10. Performance and Competence Files. Duplicate case files of performance rating boards of review, and acceptable level of competence reconsiderations, copies of which have been forwarded to the Civil Service Commission.
Destroy 1 year after completion of case.
11. Incentive Award Case Files. Documents other than those maintained in the official personnel folder relating to submitting, evaluating and approving or disapproving each incentive awards case; including Beneficial Suggestions, Sustained Superior Performance, Special Act or Service, Certificate of Achievement, Certificate of Appreciation, Meritorious Civilian Service and Presidential Awards.
Destroy 2 years after year in which case was closed.
- 12 Incentive Awards Program Files. Statistical data, reports and other documentation pertaining to the operations of the incentive awards program, including employee suggestion control and subject index files, minutes of award board meetings, correspondence, and related papers.
Destroy 2 years after break.

NASA RECORDS CONTROL SCHEDULE 15--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
13	<u>Civilian Service Emblem Control Files: Controls maintained to record eligibility for an award of civilian service emblems.</u>	Destroy 2 years after break.
14	<u>Awards Publicity Files: Documents used in publicizing or encouraging participation in awards programs, including posters, cartoons, placards, and all other means of obtaining attention and announcing results of the programs and all other related papers.</u>	Destroy 3 years after break.

NASA Records Co. Schedule 15--Continued

5/74

DISPOSITION

DESCRIPTION OF RECORDS

ITEM

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|----|---|---|
| 15 | <p><u>Personnel Action Files.</u> Notifications of personnel action, exclusive of those in official personnel folders.</p> <p>a. Chronological file copies, including face sheets.....</p> | <p>Destroy 2 years after break.</p> |
| 16 | <p>b. All other copies.....</p> <p><u>Application For Employment Files.</u> Applications for employment and related papers, excluding (a) records relating to appointment and requiring Senatorial confirmation, and (b) applications resulting in appointment filed in the official personnel folder (covered in Item 1 of this Schedule).</p> | <p>Destroy 1 year after break.</p> <p>Return to applicant 6 months after receipt.</p> |
| 17 | <p><u>Personnel Statistical Reports Files.</u> Statistical reports in the operating personnel office and subordinate units relating to personnel.</p> | <p>Destroy when reference value ceases.</p> |
| 18 | <p><u>Miscellaneous Personnel Records Files.</u> Correspondence and forms in operating personnel offices relating to individual employees not maintained in official personnel folders and not provided for elsewhere in this Schedule.</p> <p>a. Correspondence and forms relating to pending personnel action.</p> <p>b. Retention registers (including card files and related papers) from which reduction-in-force actions have been taken.</p> <p>c. Retention registers (including card files and related papers) from which no reduction-in-force actions have been taken.</p> | <p>Destroy 6 months after file is closed.</p> <p>Destroy 2 years after break.</p> <p>Destroy when superseded.</p> |

Ch. 3

15-4a

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- 19 Duplicated Personnel Records Files. Copies of documents duplicated in official personnel folders and not provided for elsewhere in this Schedule. Destroy 6 months after file is closed.
- 20 (Cancelled)
- 21 Classification Survey Records Files. Destroy 5 years after break.
- 22 Personnel Program Evaluation Inspection Files. Correspondence and reports concerning evaluations of personnel administration by NASA or other Government agencies. Destroy 5 years after next inspection.
- 23 Monetary Benefits Files. Documents relating to the origination, implementation, or monitoring of employee benefits, such as Group Life Insurance and Health Plans, which have a cash value but are not a part of salary wages, or other direct compensation. Destroy 5 years after break.
- 24 Outside Employment Files. Documents relating to outside work or services performed by NASA employees in addition to their official duties. Destroy 3 years after termination of approved employment or 3 years after disapproval of outside employment.
- 25 Promotion Register Files. Registers or records of job opportunities, application and evaluation statements, and all related papers. Destroy 2 years after break.
- 26 Vehicle Operation Files. Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence. See NRCS 14-9

NASA Records Control Schedule 15--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 27 Equal Employment Opportunity Affirmative Action Plans Files.
Annual reports showing the existing problems related to Equal Employment Opportunity, and the plans for improving the situation.

 - a. Field installation reports to Headquarters.
 - (1) Headquarters..... Destroy 5 years after break.
 - (2) Reporting installation's copy..... Destroy 3 years after break or when no longer needed, whichever is sooner.
 - b. Headquarters compiled reports.
 - (1) Headquarters..... Transfer to FRC 5 years after break. PERMANENT
Per RR Plan No. NN-473-14
 - (2) Other offices..... Destroy 3 years after break or when no longer needed, whichever is sooner.

- 28 Annual Reports of E.E.O. Files. Narrative report showing the problems, accomplishments, and other matters relative to the Equal Employment Opportunity Program.
 - a. Field installation reports to Headquarters.
 - (1) Headquarters..... Destroy 5 years after break.
 - (2) Reporting installation's copy..... Destroy 3 years after break or when no longer needed, whichever is sooner.
 - b. Headquarters compiled reports.
 - (1) Headquarters..... Transfer to FRC 5 years after break. PERMANENT
Per RR Plan No. NN-473-14
 - (2) Other offices..... Destroy 3 years after break or when no longer needed, whichever is sooner.



29

Special Reports on E.E.O. Files. Reports on specific Equal Employment Opportunity programs, such as the status of women, minority groups, and mentally handicapped.

a. Field installation reports to Headquarters.

- (1) Headquarters.....
- (2) Reporting installation's copy.....

Destroy 5 years after break.
Destroy 3 years after break.

b. Headquarters compiled reports.

- (1) Headquarters.....
- (2) Other offices.....

Destroy 5 years after break.
Destroy 3 years after break or when no longer needed, whichever is sooner.

30

E.E.O. Complaints Files. Case files on complaints under the Equal Employment Opportunity Program, including reports to Headquarters E.E.O. office and Civil Service Commission concerning complaints.

- a. Headquarters.....
- b. Field Installations.....

Transfer to FRC when case is closed. Destroy 10 years after transfer.
Destroy 1 year after case is closed.

31

Housing Application Files. Applications for, and certificates of eligibility for housing of essential employees, and all related documents.

Destroy 5 years after the issuance of each certificate.

32

Contract Training Files. Copies of contracts, correspondence, approvals, waivers, and all documents relating to NASA employees training under contracts.

Destroy 3 years after completion of contract.

NASA Records Control Schedule 15--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 33 Non-Contract Training Files. Applications, acceptances, and all other documents relating to non-contract training of NASA employees. Destroy 3 years after break.
- 34 Cooperative Training Files. Case files by trainee showing history of training and all related documents. Destroy 3 years after trainee ceases training.
- 35 Training Agreement Files. Agreements between CSC and NASA pertaining to training, training standards and all related documents. Destroy 3 years after termination of agreement.
- 36 Training Reports Files. Reports from field installation to NASA Headquarters concerning training, and all related papers. Destroy 2 years after break.
 - a. Headquarters..... Destroy 2 years after break.
 - b. Field Installations..... Destroy 3 years after break.
- 37 Headquarters Training Reports Files. Reports compiled from information received from installations (Item 36 of Schedule). Destroy 5 years after break.
 - a. Headquarters' copy..... Destroy when no longer needed for reference.
 - b. Other copies.....
- 38 Technical Training Files. Case files on NASA personnel participating in technical training programs, such as soldering and optics. Destroy 5 years after employee discontinues or completes training.
- 39 Training Aids Files. All training aids, either published or unpublished, used in instructing NASA training courses.
 - a. Field Installations. Transfer to FRC when superseded, obsolete, or no longer used.
 (1) Training aids to courses that are significant or unique to the installation. PERMANENT. Per RR Plan No. NN-473-14

- (2) Other training aids..... Destroy when superseded or obsolete.
- b. Headquarters (training office)
 - (1) Training aids to courses that are significant or unique to NASA or to Headquarters. Transfer to FRC when superseded, obsolete, or no longer used. PERMANENT. Per RR Plan No. NN-473-14
 - (2) Other training aids..... Destroy when superseded or obsolete.
- 40 Training Announcements Files. Correspondence, announcements and other documents relating to training but not a part of a separate case file. Destroy when superseded or obsolete.
- a. Office responsible for announcements will maintain one record copy of each announcement. Transfer to FRC 1 year after break. PERMANENT. Per RR Plan No. NN-473-14
- b. Other copies..... Destroy when superseded, obsolete, or no longer needed.
- 41 Employment and Financial Interests Files. Statements of employment and financial interests, forms generated under the Proxmire amendment, and related papers. Destroy 5 years after employee leaves a position in which a statement is required, or 5 years after the employee leaves NASA, whichever is earlier.
- 42 Employee's Grievance Record File: Copy of decisions rendered, including records of grievance committee; copy of any review decision and correspondence pertaining thereto and any other material pertaining to the case, except record copies of official documents affecting personnel actions in connection with the case. Retain file for each separate case for 7 years after the case is closed; then destroy.
- 43 Employees Appeal Record File. Copy of decisions rendered, review decisions, and related correspondence and other documentation, except record copies of official documents affecting personnel actions. Retain file for each separate case for 7 years after case is closed. Destroy.

44. Labor-Management Relations Files: Case Files, including unfair labor practice matters, elections, representation matters, and case considerations with local and national labor organizations, the Labor Management Relations Council, Assistant Secretary of Labor for Labor-Management Relations, Federal Mediation and Conciliation Service, Federal Impasses Panel, and Civil Service Commission.

Retain file for each separate case for 7 years after the case is closed. Destroy.

45. Repromotion Consideration Files: Applications and correspondence to and from repromotion eligibles.

Destroy after repromotion is accomplished.

46. Reemployment Priority Files: Applications, exceptions and correspondence.

Destroy 2 years after registration.

47. NASA Outplacement Program Files: Applications, resumes, vacancy announcements, and related correspondence.

Destroy 2 years after registration.

48. Executive Position Files: Records on individuals in and considered for excepted positions which are filled by the Administrator. Correspondence and records on GS-16 positions and individuals in and considered for GS-16 positions. Actions by the Administrator in filling excepted positions. Minutes of GS-16, Excepted and PL 313 positions and individuals. Related policy and general correspondence.

Transfer to FRC 2 years after break PERMANENT. Per RR Plan No. NN-473-14

49. NASA-CSC Executive Assignment Files: SF 161 on each NASA employee GS-15 or over together with additional information gleaned from newspapers, house organs, etc. Also, in some cases, security and confidential information.

Destroy 3 years after separation.

50. NASA Special Employment Program Files: Applications and correspondence for student aids, summer employees and co-ops.

Destroy 2 years after break.

51. Public Service Careers Employees Files:

- a. On Individuals: School evaluations, supervisory evaluations and test scores.
- b. On Programs: Correspondence with Civil Service Commission, Department of Labor, Southwest Training Center, etc.

Destroy 3 years after break.

Destroy 3 years after break.

2/15/74

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

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

1 Requisitions on the Public Printer. Requisitions on the Public Printer and all supporting papers. (See Schedule 17 regarding records relating to contracted printing and duplicating jobs):

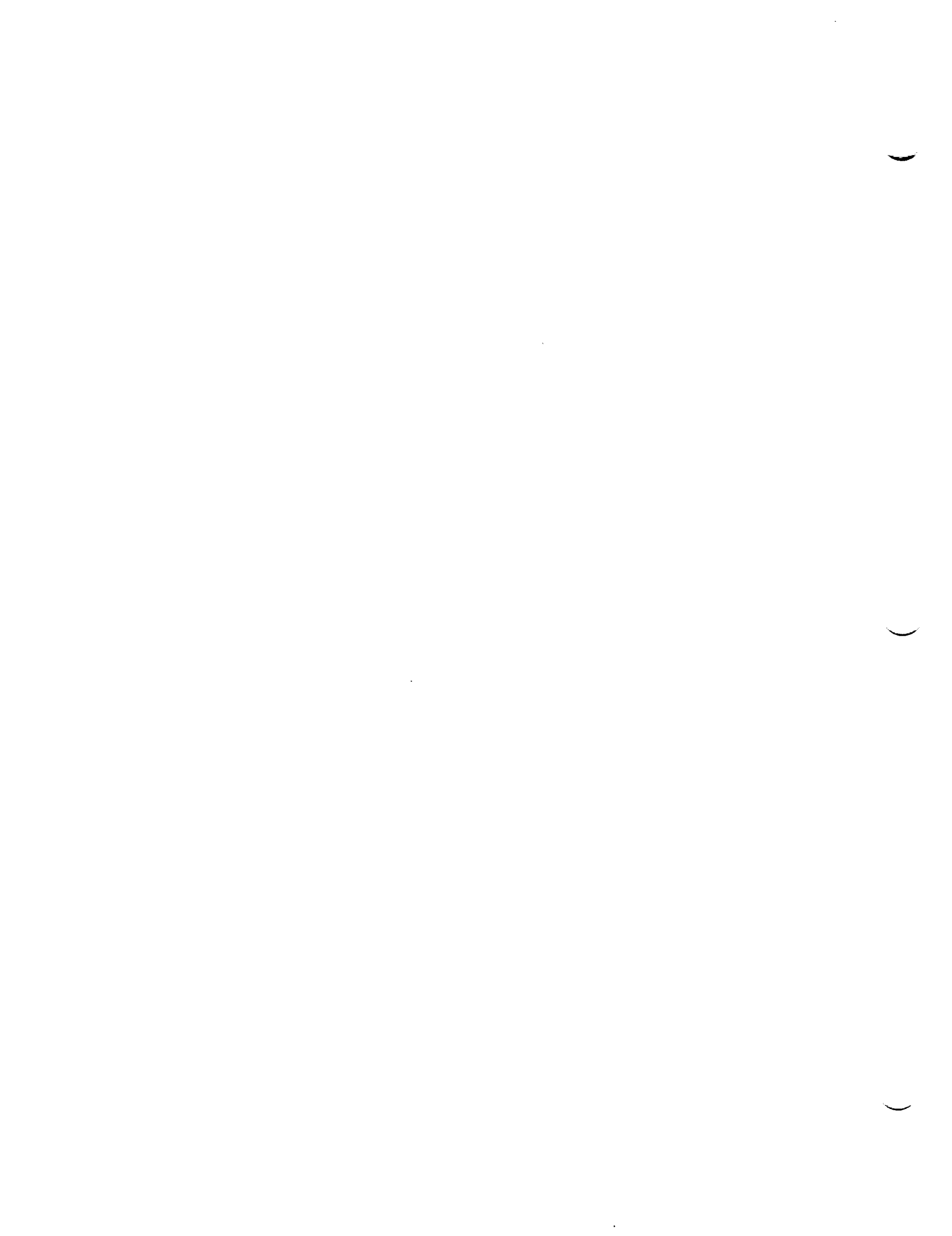
a. Printing procurement unit copy of requisition, invoice, specifications, and related papers. Destroy 4 years after break.

b. Accounting copy of requisition, Government Printing Office invoice, transfer of funds voucher, and receiving report. Destroy 4 years after period covered by related account.

NASA Records Control Schedule 16--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
2	<u>Job Records.</u> Job records and all related papers pertaining to printing, duplicating, and distribution jobs in-house:	Destroy 1 year after break.
	a. Files pertaining to the accomplishment of the job, containing the requisition and all related papers.	Destroy 3 years after break.
	b. Files pertaining to planning, standards, cost and related technical matters.	Destroy 1 year after break.
3	<u>Control Registers.</u> Control registers pertaining to requisitions and work orders.	Destroy 5 years after break.
4	<u>Reports to the Congress.</u>	Destroy 2 years after break.
	a. Agency reports to the Joint Committee on Printing regarding operation of "Printing Plants," procurement of commercial printing and inventories of printing plant equipment.	Destroy 2 years after break.
	b. Installation copies of the above reports and related work papers.	Transfer to FRC when inactive. PERMANENT. Per RR Plan No. NN-473-14 Destroy 2 years after disposal of the equipment item.
5	<u>JCP Authorizations.</u> Correspondence and authorizations by the Joint Committee on Printing and related papers.	Destroy 5 years after break.
	a. Establishment, relocation, and disestablishment of printing plants.	
	b. Acquisition, transfer, and disposal of equipment.....	
	c. Other (e.g., inclusion of printing in contracts or grants)...	
6	<u>Mailing or Distribution Lists.</u>	Destroy 3 months after revision.
	a. Correspondence, request forms, and other records relating to changes in mailing lists.	

- b. Card lists..... Destroy individual cards when canceled or revised.
 - c. Plate or stencil lists..... Destroy when canceled or revised.
- 7 Office Copying Equipment Files.
- a. Procurement requests, justifications, approvals or disapprovals, whether purchase or rental equipment (except equipment in printing, duplicating, or reproduction facilities). Destroy 2 years after acquisition of equipment or after disapproval.
 - b. Daily production records..... Destroy 90 days after inclusion of data in monthly (or other consolidated) reports.
 - c. Production records or reports (other than daily), cost records (including repairs, maintenance, supplies, operating labor, depreciation) and studies. Destroy 5 years after break. (If records are kept separately for each machine, destroy when machine is disposed of or transferred with machine).



2/15/74

C-2

NASA RECORDS CONTROL SCHEDULE 17: PROCUREMENT AND SUPPLY RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

1 Contracts, Research Grants, Training Grants, Facilities Grants, Purchase Orders, Requisitions, and Lease Records:
Case files, including correspondence and related papers pertaining to award and administration.

a. Procuring or purchasing organization copy:

(1) Transactions of more than \$2,500.

(a) Selected case files that set precedent or are unusual.

(b) Other case files.

Transfer to FRC 2 years after final payment. PERMANENT.
Per RR Plan No. NN-473-14
Transfer to FRC 2 years after final payment. Destroy 4 years after transfer.

NASA Records Control Schedule 17--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 2 (2) Transactions of \$2,500 or less.
 b. Headquarters files pertaining to contracts and amendments awarded by field installations.
 c. Other copies.....
- 2 Procurement Register Files: Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, leases, grants, or similar instruments.
- 3 Contract Termination Report Files: Reports and correspondence pertaining to status of contract or grant termination.
- 4 Contract Deviation Files: Requests, approvals and disapprovals of deviations from standard contract or grant forms and clauses.
 a. Headquarters.....
 b. Contract office.....
- 5 Unsuccessful and Rejected Bids on Contracts or Negotiated Procurements.
- 6 Bid and Award Protest Files: Correspondence and reports regarding protests on bids and awards.
 a. Headquarters Files.....
 b. Field office Files.....
- 7 Debarred and Suspended Bidder Lists Files.....
- 8 Acceptable Bidders Lists Files.....

Destroy 3 years after year in which final payment was made.

Transfer to FRC 2 years after final payment. Destroy 4 years after transfer.

Destroy 1 year after completion of contract or when no longer needed, whichever is sooner.

Destroy 6 years after break.

Destroy 3 years after break or with related contract file, whichever is appropriate.

Transfer to FRC 2 years after break. PERMANENT. Per RR Plan No. NN-473-14

Destroy with related contract file, or 3 years after break if maintained separately.

Transfer to FRC 2 years after break. Destroy 4 years after transfer. Destroy with related contract file..

Destroy when obsolete or superseded. Destroy when superseded, obsolete, or no longer needed.

Unsolicited Proposals Reports Files: Investigative reports concerning feasibility of unsolicited proposals.

- a. Reports on proposals resulting in projects.
- b. Reports on rejected proposals.

File with related contract file.
 Destroy accordingly.

Transfer to FRC 1 year after break.
 Destroy 4 yrs after transfer.

10 Allotment Case Files: Documents used to control and account for controlled materials.

Destroy 5 years after break.

11 Procurement Action Report Files: Documents relating to the reporting system designed to provide statistics concerning placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semiannual, consolidated, and summary reports, and related correspondence.

Destroy 2 years after break.

12 Defense Material System Instruction Files: Documents providing direction and guidance for the NASA program designed to control materials designated as critical by the Defense Materials System. Included are basic directives, procedures, coordination actions, studies, interpretations, and documents containing factoring data embodied in weight information, engineering estimates, and bills of materials.

Destroy after 2 years, or on supersession or obsolescence, as applicable.

13 Allocation Files: Documents reflecting the distribution of controlled materials from DOD to NASA Headquarters, and further allocations within NASA to allotting agencies. Included are documents indicating material requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, and similar data.

Destroy 5 years after break.

NASA Records Control Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
14	<u>Priority Rating Case Files</u> : Documents used in establishing the priority use of controlled materials by contractors.	Destroy 3 years after break.
15	<u>Controlled Material Report Files</u> : Reports on allotments, unused balances and related matters.	Transfer to FRC 2 years after break. Destroy 10 years after break.
	a. Office of primary responsibility.....	Transfer to FRC 2 years after break. Destroy 10 years after break.
	b. Other offices.....	Destroy 2 years after break.
16	<u>DMS Audit Files</u> : Audit reports and related papers pertaining to the Defense Materials System.	Destroy 5 years after break.
	a. Office of primary responsibility.....	Destroy 5 years after break.
	b. Other offices.....	Destroy 2 years after break.
17	<u>Controlled Material Accounting Files</u> : Ledgers and similar documents used to control and account for controlled materials.	Transfer to FRC 2 years after break. Destroy 10 years after break.
	a. Office of primary responsibility.....	Transfer to FRC 2 years after break. Destroy 10 years after break.
	b. Other offices.....	Destroy 2 years after break.
18	<u>Special Priorities Assistance Files</u> : Documents used in requesting, coordinating, and granting priorities.	Transfer to FRC 2 years after break. Destroy 10 years after break.
	a. Office of primary responsibility.....	Transfer to FRC 2 years after break. Destroy 10 years after break.



- b. Other offices..... Destroy 2 years after break.
- 19 Surveys of Evaluations: Case files on surveys of evaluations made by NASA procurement offices. Destroy 6 years after final payment.
- 20 Requisitions on the Public Printer: See NRCS 16-1.
- 21 Requisitions for Non-Personal Services: Requisitions for janitorial, guards, and other services (excluding records associated with accountable officers accounts in NRCS 2). Destroy 1 year after break.
- 22 Requisitions for Supplies and Equipment from Current Inventory: See NRCS 16-1.
 - a. Stockroom copy..... Destroy 2 years after Fiscal Year in which completed or canceled, or 3 months after information has been converted to ADP system.
 - b. Other copies..... Destroy 6 months after completion or cancellation.
- 23 Returnable Container Files: Documents reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping documents, reports, or similar documents. Destroy 3 years after return of container or purchase of container, whichever is applicable.
- 24 Inventory and Adjustment Files: Documents maintained for recording the circumstances concerning the loss, unserviceability, or destruction of Government property, and as an aid in determining questions of pecuniary or other responsibility for the absence or condition of articles. Included are inventory adjustment reports, reports of survey, similar documents, and related correspondence. Destroy after 3 years.

NASA Records Control Schedule 17--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
25	<u>Locator Record Files:</u> Locator sheets, cards, tags, such as space control sheets, location sheets, location cards, bin tags, and other papers utilized as a check or inventory of stock location.	Destroy when superseded or obsolete.
26	<u>Report of Survey Files:</u> Documents maintained for the purpose of review of circumstances concerning the loss, unavailability, or destruction of Government property or funds, and for determination of the question of pecuniary or other responsibilities.	Transfer to FRC 3 years after final action. Destroy 7 years after transfer.
	a. <u>Files involving pecuniary liability</u>	Destroy after 3 years.
	b. <u>Other files</u>	See NRCS 10-14.
27	<u>Communication Statements and Toll Slips:</u>	Destroy 2 years after break.
28	<u>Small Business Information Files:</u> Documents relating to communications or discussions providing small business concerns with information about NASA requirements for the participation of small business concerns in the NASA procurement program.	Destroy 2 years after break.
29	<u>Small Business Program Survey Files:</u> Documents relating to surveys to analyze the effectiveness of the small business program.	Destroy when superseded or obsolete.
30	<u>Small Business Qualifications Files:</u> Case files relating to the productive capacity, credit, resources, and similar data about small business concerns to provide information about the availability of additional small business sources to meet current or anticipated requirements of the procurement program.	Dispose of in accordance with related contract.
31	<u>Competency Certificates Files:</u> Copies of the certificates, communications, concerning the capacity credit of specific small business concerns.	

- 32 Small Business Reports Files: Reports received by small business advisors from NASA Procurement offices and from contractors regarding the small business procurement program. Destroy 2 years after break.
- 33 Qualification List Files: Lists of businesses determined to be qualified to participate in the small business program and related documents. Destroy when superseded or obsolete.
- 34 Item Pricing Files: Documents used in determining standard prices for use in obtaining improved pricing on purchases and accounting for the sale and issue of items. Destroy when obsolete or no longer needed for reference.
- 35 Cost and Price Analysis Files: Cost and price analysis reports, financial data, audit reports and all other supporting papers relating to a contract. Dispose of in accordance with related contract. (See Item 1 of this Schedule).
- 36 Tax Exemption Files: Documents relating to the issue of tax exemption certificates which indicate proof of exemption of taxes excluded from the contract price under procurement regulations. Destroy 4 years after break or with related contract file, whichever is appropriate.
- 37 Industrial Equal Employment Files: Documents relating to compliance reviews, complaints, special visits, and other such papers pertaining to the compliance with the nondiscrimination in employment contract clauses. Dispose of in accordance with related contract file.
- 38 Facilities Grants Files: Drawings and specifications for facilities grants.
 a. Headquarters Files. Transfer to FRC 1 year after final payment. Destroy 10 years after transfer.
 b. Other offices. Destroy when no longer needed.

2/15/74

NASA Records Control Schedule 17--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 39 Source Evaluation Board Files: Records and correspondence concerning the competitive solicitation, evaluation, and selection of a contractor to perform a major negotiated contract, including designation of board members, rules for board operations, committee appointments, minutes of all committee and board meetings; records on the evaluation process, criteria, specifications; bidder proposals, and reports of committee actions and findings, including backup material, and final SEB report to the Administrator.
- 40 Status Reports on Prime and Subcontract Awards: Machine reports (ADP printouts) on NASA prime and subcontract awards; listings of active contracts by installation, by contractor, by place of performance, by project, including monthly and quarterly summaries, monthly procurement action reports, subcontracts awarded by prime contractors and their first tier subcontractors.
 - a. Headquarters files..... Transfer to FRC 1 year after close of fiscal year to which records pertain. RETAIN INDEFINITELY. Review retention 5 years after transfer.
 - b. Field offices..... Destroy 1 year after break.
- 41 Contractor's Payroll Files: Copies of payroll submitted by construction contractors for use in determining compliance with labor laws, acts, and decisions. Destroy 3 years after final payment of related contract.



2/15/74

- 42 Inter-service Inspection Files: Documents relating to the performance of inspection services for other procuring activities, such as audit reports, etc.
- 43 Basic Agreement Files: Basic agreements are made with individual contractors to set forth the negotiated contract clauses which shall be applicable to future contracts of a specified type entered into between the contractor and NASA during the term of the basic agreements. All basic agreements, current and active, or canceled or superseded for any one contractor, shall be filed together.
- 44 PhD Theses File (Headquarters only): Individual copies of dissertations resulting from NASA predoctoral traineeship program. No other copies are retained.
- 45 Mechanized Property and Supply Records (Transaction Register):
Mechanized Register reflecting stock items having activity during period covered by the register. This register is an audit trail of stock items and includes transactions such as the following: Transactions establishing new items, receipts, issues due-in's, due-out's, inventory adjustments, etc.
- 46 Contractor EEO Reports Files: Contract compliance reviews of contractors and Affirmative Actions plans of contractors and Equal Employment Opportunity (EEO-1) reports.
- 47 Defense Industrial Plant Equipment Center (DIPEC) Loan Agreements: Listings of tools or test equipment on loan from DIPEC to NASA contractor or NASA installation.
- 48 Procurement Management Survey Files. Correspondence and reports concerning surveys of procurement management by NASA Headquarters.
- a. Field installations and offices.
- b. Headquarters Procurement Office.
- Dispose of in accordance with related contract.**
- Transfer file to FRC 2 years after final payment on the last NASA contract performed by the applicable contractor. Destroy 4 years after transfer. (Headquarters files: Destroy 2 years after expiration of Basic Agreement.)
- Transfer immediately after break.
Destroy 5 years after transfer.
- Destroy 2 years after break.
- Transfer when no longer needed (within 1 year). Destroy 2 years after transfer.
- Destroy 1 year after completion of loan.
- Destroy 3 years after next survey.
- Retain until reference value ceases, then destroy.

CF. 3

17-9

ITEM

DESCRIPTION

DISPOSITION

- 49 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, and Board decisions.
 - a. Cases in which the appeal was withdrawn or settled.
 - b. Cases in which Board rendered a decision.

Transfer to FRC 2 years after year in which appeal was withdrawn or settled. Destroy 5 years after transfer.

Transfer to FRC 6 years after year in which decision was rendered. Destroy 5 years after transfer.

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2/15/74

NASA RECORDS CONTROL SCHEDULE 18: PROPERTY AND FACILITIES MANAGEMENT RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- | | | |
|---|--|---|
| 1 | Real Property Records Furnished to Disposal Agency. Installation or Facility Records consisting of:

Title documents, including deeds, certificates of title, abstracts of title, accepted offer to sell, tract descriptions, certificates of inspection and possession, payment and closing sheets, tax collector certificates; legal documents resulting from Government condemnation actions; deeds and other papers documenting Government easement interest; transfer and acceptance documents; leases, licenses, permits and agreements which will continue in effect after NASA jurisdiction of real property terminates; maps and drawings pertaining to installation or facility; and installation brochures and copies of historical data of interest to recipient of an installation or facility. | *Office of Facilities (HQ.) must approve of all NASA disposal (property) actions and initiate Report of Excess to disposal agency or transmit approval to another NASA office who will file Report of Excess. The Office of Facilities either:

(a) Transmits its records in this category direct to disposal agency in conjunction with the dispatch of the Report of Excess, or |
|---|--|---|

*Name change only

5. 3 18-1

NASA Records Control Schedule 18--Continued

DISPOSITION

DESCRIPTION OF RECORDS

ITEM

1

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

If NASA should act as disposal agency under a delegation from GSA, NASA would transmit pertinent records to receiving agency and retire to Federal Records Center those records not appropriate for transmittal to receiving agency.

2 Permanent Real Property Records:

a. Installation or Facility records consisting of: Easements, leases, licenses, permits and agreements which have been terminated or have expired; installation brochures and historical data; appraisal reports; correspondence pertaining to installation or facility; industrial facilities data; and real property disposal documents.

b. Real Property Reports consisting of the record copies of: Real Property Reports to GSA; inventory reports of Jurisdictional Status of Federal Areas Within States; report of NASA total facilities; report of NASA industrial facilities; and report of in-house facilities.

c. Master Plans

(1) Installation Files. (Maintain one copy of each revision in historical file.)

(2) Headquarters Files

Transfer to FRC 2 years after disposal of installation or facility. PERMANENT.
Per RR Plan No. NN-473-14

Transfer to FRC when ready availability no longer required. PERMANENT. Per RR Plan No. NN-473-14

Transfer to FRC on discontinuance of installation or facility. PERMANENT. Per RR Plan No. NN-473-14
Destroy when obsolete.

2/15/74

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

3 Temporary Real Property Records:

a. Installation or Facility records consisting of: Institutional Housing requirements; Center quarterly real property inventory; and Center real property summary reports.

Destroy 2 years after disposal of installation or facility.

b. Installation Real Property Inventories, Trailer Reports and Rental of Real Property Reports submitted by Program Offices and/or installations.

Retain current and previous fiscal year reports. Destroy others.

c. Building Space Utilization Reports Files. Annual reports of space utilization of all buildings, including numbers of people, areas and purposes for which used (NASA Form 1400).

Destroy 2 years after date of submission to Headquarters.

- 4 Real Property Studies. Studies relating to real property together with background papers showing inception, scope, and accomplishments.
 - a. Selected studies that are considered unique in character.....
 - b. Routine studies of a temporary nature.....

- 5 Surplus Personal Property Disposal. Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those turned over to receiver).
 - a. Transactions of \$2,500 or less.....
 - b. Transactions of more than \$2,500. Excluding those under Item c. below.
 - c. Selected files that are unique in character relating to transactions over \$25,000.

- 6 Excess Personal Property Reports. Copies of reports to GSA regarding excess personal property.

- 7 Capitalized Equipment Register. Register showing serial or inventory number of all capitalized equipment currently used or in storage at the installation.

- 8 Surplus Property Donations Files. Case files on surplus property donated to Health, Education and Welfare, including pertinent HEW forms, shipping documents and related correspondence.

Transfer to FRC when no longer needed for reference. PERMANENT. Per RR Plan No. NN-473-14
 Destroy when no longer needed for reference.

Transfer to FRC after final payment. Destroy 3 years after transfer.

Transfer to FRC after final payment. Destroy 6 years after transfer.

Transfer to FRC after final payment. PERMANENT.
 Per RR Plan No. NN-473-14
 Destroy 3 years after break.

Destroy on discontinuance of installation.

Destroy 3 years after break.



2/15/74

NASA Records Control Schedule 18--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

9 Maintenance Reports Files:

a. Reports from field installations to Headquarters concerning maintenance, repair, and operations.

(1) Field Installations.....

Destroy 5 years after break.

(2) Headquarters.....

Destroy 3 years after break.

b. Reports consolidated by Headquarters from reports described in Item 5a of this Schedule

(1) Headquarters.....

Destroy 3 years after break.

(2) Other copies.....

Destroy 2 years after break.

10 Preliminary Engineering Report. Report showing the preliminary design of proposed construction projects. Includes design criteria, trade-off studies, and estimate of cost.

a. Authorized projects.....

Destroy 2 years after completion or disbanding of project.

b. Unauthorized projects (Installation Files)

Destroy 4 years after date of last document in file.

c. Unauthorized projects (Headquarters Files)

Destroy 2 years after submission.

11 Facilities Project Case Files. Documents relating to project requests, including approval, establishing funds, schedules of accomplishments, progress, payments, and the finalization.

a. Record file copy at Headquarters.....

physical

Transfer to FRC 2 years after completion or disbanding of project.
Destroy 5 years after transfer.

b. All other copies.....

physical

Destroy 2 years after completion or disbanding of project.

12 Installation Property Files. Drawings, correspondence, reports, and all other documents maintained by installation of primary responsibility relating to design and construction of facilities, including maps, layouts, building plans, water and drainage systems, alterations, additions, betterments, and removals made to property, and all other pertinent information.

13 Air and Water Pollution Reports. Reports concerning the prevention control, and abatement of air and water pollution at facilities.

a. Installation report to Headquarters:

(1) Reporting Installation copy.....

(2) Headquarters copy.....

b. Reports compiled by Headquarters from the installation reports:

(1) Headquarters copy.....

(2) Installation copy.....

4 Utility Maintenance Plan. Documents showing maintenance performed and required on utility systems and plants.

15 Utility Operating Log Files. Logs showing operations of utilities, including temperature, humidity, pressure, and other such readings.

16 Repair and Utility Work Order Files. Requests for repairs and orders, including correspondence, drawings, work sheets, and all related material.

a. Office of primary responsibility.....

b. Other copies, excluding fiscal.....

Transfer to FRC 2 years after disposal of property. PERMANENT.
Per RR Plan No. NN-473-14

Destroy 5 years after break.

**Transfer to FRC 3 years after break.
Destroy 5 years after transfer.**

Transfer to FRC 3 years after break. Destroy 5 years after transfer.

Destroy 5 years after break or when no longer needed for reference, whichever is earlier.

Destroy 3 years after discontinuance of system.

Destroy 3 years after break or on discontinuance of system, whichever is first.

Destroy 3 years after break.

Destroy on completion of work.



NRCS 18, PROPERTY AND FACILITIES MANAGEMENT RECORDS

2/15/74

ITEM

17

DESCRIPTION OF RECORDS

Public Reactions to Establishment of Major Projects Files. Correspondence with citizens, including municipal officials, expressing interest in or opposition to establishment of new field centers or new NASA construction programs. This correspondence usually cites adverse impacts upon the community

DISPOSITION

Destroy 3 years after selection of site or abandonment of site survey or after inception of new program.

1

2

3

NASA RECORDS CONTROL SCHEDULE 19: PUBLIC INFORMATION AND EDUCATION RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

2/15/74

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	News Media Files. Published or processed documents, such as "Press Kits", "Fact Sheets", "Current News", and all other materials used mainly for news media. a. Office of origin will maintain one record copy of each document. b. Other copies.....	Transfer to Federal Records Center (FRC) 1 year after release or completion. PERMANENT. Per RR Plan No. NN-473-14 Destroy when no longer needed for reference.

NASA Records Control Schedule 19--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

2 Speech Files. Official speeches by NASA personnel.

a. Office of origin will maintain one record copy of each speech.

b. Other copies.....

Transfer to FRC 1 year after release or delivery. PERMANENT
Per RR Plan No. NN-473-14
Destroy when no longer needed for reference.

3 Script Files. Official film, radio, and television scripts.

a. Office of origin will maintain one record copy of each script.

b. Other copies.....

Transfer to FRC 1 year after release or delivery. PERMANENT
Per RR Plan No. NN-473-14
Destroy when no longer needed for reference.

4 Events Calendar Files. Calendar showing when and where special events concerning NASA take place, such as speeches, exhibits, conferences, and other major events.

a. Headquarters.....

b. Other offices.....

Transfer to FRC 5 years after break. PERMANENT.
Per RR Plan No. NN-473-14
Destroy when superseded, obsolete, or no longer needed for reference.

5 Information Service Reports Files. Routine requests for exhibits, speakers, tours, and personal appearances by NASA officials and astronauts.

6 Special Projects Case Files. Case files on special projects, such as exhibits for World Fairs and Air Shows, and unique programs as the exhibit for the blind.

Destroy 5 years after break or when no longer needed for reference, whichever is first.

Transfer to FRC 5 years after completion of project. PERMANENT.
Per RR Plan No. NN-473-14

2/15/74	7 <u>Spacemobile Files.</u> Files of Spacemobile Operations, schedules, attendance, contract files.	Transfer to FRC 5 years after break RETAIN INDEFINITELY ¹
8	8 <u>Statistical Reports Files.</u> Statistics regarding public affairs activities of field installations for use in compiling semi-annual report, including statistics regarding dissemination of publications and number of publications in stock.	
	a. <u>Headquarters</u>	Destroy 5 years after break.
	b. <u>Field installations</u>	Destroy 3 years after break.
9	9 <u>Teacher Workshop Files.</u> Files of Teacher Workshops showing number of seminars, location, attendance, and brief outlines of programs.	Transfer to FRC 5 years after break or when no longer needed for reference. RETAIN INDEFINITELY ¹
10	10 <u>Publications/and Films Files.</u> Case files on publications/and films, including approval documents and all related papers. Exhibits, exhibits,	Transfer to FRC 3 years after completion of project or when no longer needed for reference. PERMANENT. Per RR Plan No. NN-473-14
11	11 <u>Audience Report Forms</u>	Destroy 2 years after break.
12	12 <u>Film Control Forms</u>	Destroy 2 years after break.
13	13 <u>Master Log of Films</u>	Transfer to FRC or National Archives 1 year after all the films contained in the log have been retired to FRC or otherwise disposed of.
14	14 <u>Library Cards of Film</u>	Retain for the life of the film in the library. Destroy when film is removed from library.

¹See footnote on page 19-6.

NASA Records Control Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
15	<p><u>Still Pictures Files.</u> Photographs and slides used for the visual presentation of information to the public.</p> <p>a. Headquarters will maintain one record copy of all titled and official NASA photographs and slides released to the public.</p> <p>b. The installation originating the photograph or slide will retain the negative and one print of each of its serially numbered NASA photographs.</p>	<p>Transfer to FRC 3 years after break. Offer to the Director of the Smithsonian Institution and the Space Museum 17 years later. Destroy remaining material not wanted.</p> <p>Transfer to FRC or the National Archives when inactive. PERMANENT. Per RR Plan No. NN-4/3-14</p>
16	<p><u>Motion Picture Film.</u> Motion picture film used for the visual presentation of information to the public.</p> <p>a. Installation of origin.....</p>	<p>Installation of origin may retain original materials for a period not exceeding 1 year after processing. The materials including camera originals, work prints, out-takes, master positives, duplicating or color internegatives and accompanying sound tracks, and one release print of each current production, along with complete identifying information, will then be prepared for transfer. However, prior to shipment, the character of the materials will be discussed with NASA Hdqs (Code FAD) to determine whether the shipment will be directed to:</p>



2/15/74

- (1) NASA Central Motion Picture
Film Depository
1411 Fern Street
Arlington, VA 22202
- or
- (2) Washington National Records
Center
4205 Suitland Road
Washington, D.C. 20409

Note: Any shipments made direct to
(2) above, must include the
sending of copies of the SF
135 to NASA Hdqs, Attn: FAD
and to Code DHA-1.

Originating activities may dispose
of the following motion pictures
film footage:

- (1) Extra copies (master posi-
tives, duplicate negatives
or prints) of original ma-
terial which has been for-
warded to the Depository;
- (2) Original motion picture film
footage which is unusable
because of inferior quality;
- (3) Copies of motion pictures
which were made by other
agencies and which are no
longer useful or do not per-
tain to NASA activities.

NASA Records Control Schedule 19--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
16	b. Headquarters.	Transfer to Washington National Records Center 5 years after receipt by Central Motion Picture Film Depository or when no longer needed, preprint materials, including camera originals, work prints, out-takes, master positives, duplicating or color internegatives and accompanying sound tracks, and one release print of each current production and all identifying information RETAIN INDEFINITELY. ¹
17	c. Library copies. Foreign National Visitors Files. Documents relating to the visits of foreign nationals, including authorizations, security clearances, itineraries, correspondence, and reports.	Destroy when film becomes inactive or damaged. Destroy 2 years after termination of visit.
18	(Canceled)	
19	<u>Community Relations Files.</u> a. Documentation showing the development, maintenance, and improvement of relations between NASA and the community. b. Records relating to speeches, tours, personal appearances, and other such routine.	Transfer to FRC 5 years after break. PERMANENT. Per RR Plan No. NN-473-14 Destroy 2 years after break.
20	<u>Visitor Opinion Cards File.</u> Forms completed by visitors to field installations showing their opinion of the facilities, etc.	Destroy 3 months after break.
21	<u>Requests for Information Files.</u> Requests for information and replies involving no administrative action, no new decisions by NASA, and no original development of special data.	Destroy one year after break or when no longer needed whichever is sooner.
	¹ The records will be reappraised at a later date. If entire series is not appraised as "Permanent" records, actions may be made from the series for permanent retention, Per RR Plan No. NN-473-14	

2/26/73

NASA RECORDS CONTROL SCHEDULE 20: RELIABILITY AND QUALITY ASSURANCE RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

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

NASA Records Control Schedule 20--Continued

ITEM	DESCRIPTION OF RECORDS	DISPOSITION
4	<u>Technical Files.</u> Technical files on R&QA contracts issued by office.	Transfer to FRC 1 year after break. Destroy 3 years after transfer.
5	<u>Manufacturing Quality Control Files.</u> Documents maintained for detection, prevention, and control of manufacturing defects such as in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers.	Destroy 3 years after completion of final production order for the related component.
6	<u>Inspection and Proof Report Files.</u> Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components.	Destroy 3 years after completion of final production order for the related component.
7	<u>Unsatisfactory Condition Reports Files.</u> Reports and related documents resulting from unsatisfactory conditions.	Transfer to FRC 1 year after end of project. Destroy 9 years after transfer.
8	<u>Manufacturing Control Files.</u> Work orders, job orders, turn-in slips, estimate sheets, production reports, and other papers relating to the scheduling, dispatch, follow-up and control of items to be manufactured.	Destroy 3 years after completion of related work.
9	<u>Tool Drawing Files.</u> Vellums, original drawings and tracings used in manufacture of individual components, with related records or comparable documents maintained as a record of tool design and to facilitate reference to the drawings.	Destroy when superseded or obsolete.
10	<u>Shop Planning and Layout Files.</u> Documents reflecting the layout, location and comparable data relative to manufacturing space, machinery, and equipment.	Destroy when superseded or obsolete.
11	<u>R&QA Audits, Surveys, and Reports Files.</u> Documents related to R&QA audits, special studies, status reports, etc. including related correspondence. (Filed by contract.)	Transfer to FRC 2 years after final contract payment. Destroy 3 years after transfer.

NASA RECORDS CONTROL SCHEDULE 21: SAFETY RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

2/15/74

DISPOSITION

DESCRIPTION OF RECORDS

ITEM

- 1 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. Office developing standards..... Destroy 10 years after obsolete or superseded.

Ch. 3

21-1

NASA Records Control Schedule 21--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 1 b. Other offices..... Destroy 2 years after obsolete or superseded.
- 2 Accident Case Files. Correspondence, reports, and all related papers concerning individual accidents occurring at installations.
 - a. Headquarters Files..... Transfer to FRC when inactive. Destroy 20 years after transfer.
 - b. Field Installations Files..... Transfer to FRC 2 years after break. Destroy 20 years after transfer.
- 3 Safety Program Reports Files. Statistical reports from field installation regarding injuries and accidents, such as NASA Forms 344 and 345.
 - a. Headquarters..... Transfer to FRC when inactive. Destroy 15 yrs after transfer.
 - b. Field Installations..... Transfer to FRC when inactive. Destroy 12 yrs after transfer.
- 4 Headquarters Safety Reports Files. Statistical reports compiled by Headquarters from reports described in Item 3 of this Schedule.
 - a. Headquarters Files..... Transfer to FRC 5 years after break. PERMANENT
 - b. Field Installations Files..... Per RR Plan No. NN-473-14
Transfer to FRC 2 yrs after break.
Destroy 18 yrs after transfer.
Transfer 2 years after break.
Destroy 23 years after transfer.
- 5 Individual Accident Reports Files. Copies of reports on individual accidents involving injury, such as Department of Labor Forms CA 1-8 (originals sent to the Department of Labor and one copy placed in employee's Official personnel folder) and similar installation forms.

- 6 Property Safety Files. Safety inspection and maintenance records for all NASA real and personal property.
 - a. Inspecting office copy..... Transfer to FRC when related property is disposed of by NASA. Destroy 5 years after transfer.
 - b. Other copies..... Destroy 4 years after break.
- 7 Protective and Preventive Measures Reports Files. Reports of surveys and inspections of Government-owned facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents.
 - Transfer to FRC 3 yrs after break. Destroy 10 yrs after transfer.
- 8 Special Permit Files. Requests for permits to operate and handle special type machines and tools controlled by manufactures.
 - Destroy on expiration of permit or when superseded.
- 9 Health Physics and Process Control Data Logs Files. Records include Health Physics Daily Logs, Water Activity Analysis Logs, Geiger-Mueller Analysis Logs, Air Sample Analysis Logs, Daily Routine Health Physics Logs, Background and Efficiency Logs, Portable Survey Instrument Calibration Logs, and Source Movement, Inventory and Leak Test Logs.
 - Transfer to FRC 3 years after break. Destroy 10 years after transfer.
- 10 Shipment of Radioactive Materials Files. Shipping forms and all related records concerning the shipment of radioactive materials.
 - Transfer to FRC 3 years after break. Destroy 10 years after transfer.
- 11 Radioactive Materials License Files. Documents relating to requests for issuance of, and compliance with, licenses for by-product, source, and special nuclear materials. Included are applications for license, approval documents, licenses, requests for, and approval or disapproval of, deviations, documents relating to changes in personnel authorized to receive and handle such materials, and related papers.
 - Destroy 10 years after expiration or renewal of the license, provided all material procured has been disposed of.

NASA Records Control Schedule 21--Continued

DISPOSITION

DESCRIPTION OF RECORDS

ITEM

- 12 Radioactive Materials Inspection and Test Files. Documents relating to the inspection of materials, premises, and facilities where radioactive materials are used or stored and documents pertaining to tests made of such premises, facilities, and radiation detecting or monitoring devices:
 - a. Office of responsibility..... Transfer to FRC 6 years after break. PERMANENT.
Per RR Plan No. NN-473-14
 Disposition established by AEC.
 See 10 C.F.R. 20.401.

- 13 Radiation Monitoring and Disposal Files. Records maintained..... to conform with Atomic Energy Commission regulations regarding radiation monitoring and disposal.

2/15/74

NASA RECORDS CONTROL SCHEDULE 22: TRAVEL AND TRANSPORTATION RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which generates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is generated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
1	<u>Passenger Transportation Records Files</u> : Memorandum copies of vouchers (Standard Form 1171a); memorandum copies of transportation requests (Standard Form 1169a); travel authorizations; transportation request registers; and all supporting papers.	
	a. Issuing office memorandum copy.....	Destroy 3 years after break.
	b. Other copies.....	Destroy when no longer needed.
2	<u>Travel Records Files</u> . Passenger transportation records pertaining to reimbursements to individuals, consisting of copies of	

NASA Records Control Schedule 22 --Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

2 travel orders, per diem, vouchers, transportation requests, hotel reservations, and all supporting papers relating to official travel of officers, employees, dependents, or others authorized to travel by law (exclusive of records covered by Item 1).

a. Travel administrative unit copies..... Destroy 3 years after break.

b. Obligation copies..... Destroy when funds are obligated.

3 Passports Files: Official passports and all related papers..... Return passport to the Department of State when invalid or upon separation or transfer of employee concerned. Destroy related papers one year after separation or transfer of employee concerned.

4 Transportation Credit Card Files: Credit cards issued by commercial organizations for reissue to agency personnel for their use while on official travel duty; receipts, registers or other documents relating thereto. Destroy credit cards and related papers upon receipt of new credit cards.

5 Shipping Records Files. Export certificates, transit certificates, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, bills of lading registers, shortage and demurrage reports, parcel post shipments, and all supporting documents, including files relating to the shipment of household effects.

a. Issuing office memorandum copy..... Destroy 3 years after break.

b. Other copies..... Destroy one year after break.

- 2/26/73
- 6 Car Seal Record Book Files: Books containing accountable office records of the receipt and disposition of car seals and maintained to facilitate monthly inspection as to whether the seals were properly expended. Destroy 1 year after date of last entry.
- 7 Prepaid Outbound Salvage Bill of Lading Files: Documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment. Destroy 1 year after break.
- 8 Prepaid Inbound Bill of Lading Files: Documents relating to inbound shipments where freight charges are prepaid by the shipper. Including are receiving documents, commercial bills of lading, freight bills, transit privilege bills of lading cross-reference sheets, similar documents and related correspondence. Destroy 2 years after break.
- 9 Damaged or Improper Shipment Files: Documents used for reporting shipments received from NASA agencies, contractors, and other Government agencies in damaged or otherwise unsatisfactory condition because of deficiencies in preservation, packing, packaging, marking, loading, storage, or handling. Destroy 2 years after break.
- 10 Carrier Rate Tender Files: Documents relating to solicited or unsolicited tenders of reduced rates and/or tariffs submitted by commercial carriers for the transportation of freight. Destroy 1 year after rates or tariffs become superseded or rescinded.
- 11 Freight Rate Negotiation Files: Documents relating to negotiations with carriers or carrier's associations on transportation rates, freight classifications, and similar matters. **Destroy** when superseded, obsolete, or no longer required for current operations.
- 12 Motor Carriers' Explosive Operating Authority File: Correspondence and related documents with commercial carriers concerning their facilities and procedures for transporting explosives and other dangerous articles. Destroy 2 years after authority is superseded or rescinded.
- 13 Highway Size and Weight Limit Files: Documents relating to individual State requirements regarding size and weight of vehicles permitted to travel their highways. Destroy 1 year after requirements are superseded or rescinded.

NASA Records Control Schedule 22--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
14	<u>Traffic Management Feasibility Studies Files</u> . Reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.	Destroy when study becomes obsolete or is superseded.
15	<u>Highway Movement Permit Files</u> : Documents relating to permits obtained from pertinent State and local authorities for vehicular movements exceeding legal weight or dimension limitations or other legal requirements. Included are permits; documents reflecting such data as type of equipment, gross weight, axle or track loads, height, width, and length; origin and destination of movement; nature of cargo; similar documents and related correspondence.	Destroy 3 years after completion of move.

NASA RECORDS CONTROL SCHEDULE 23: TECHNOLOGY UTILIZATION RECORDS

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

The term "break" repeatedly used in this schedule means the breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. As an example, a file which accumulates an inch or more of correspondence in a year, would probably be broken into separate folders every year at the same time (fiscal year, calendar year, quarterly, etc.). Whereas, when material is accumulated slowly, a file may be broken every two years. Your records retirement program can be made much easier by designating and adhering to specific break dates for each category of record material in your file station.

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- 1 TUU Files on Contract Administration of New Technology
Clause: Correspondence and documents, including copies
of contracts, pertaining to administration of new technology clause in contracts, especially to reporting and processing of innovations required to be reported.
 Transfer to the Federal Records Center
 (FRC) one year after contract close out.
 Destroy 10 years after transfer.
- 2 New Technology Reports File: These are new technology reports submitted to Technology Utilization Offices by inhouse personnel or by contractors in accordance with the provisions of the contract's new technology clause.
 Transfer to FRC 3 years after received.
 Destroy 10 years after transfer.
- 3 Technical Support Package (TSP) File: Consisting of a collection of technical documentation related to and describing aspects of the innovation reported in a NASA Tech Brief, including reproducible master copy (if any) and exclusive of duplicated copies of TSP.
 Transfer to FRC 5 years after publication
 of the related innovation. Destroy 10
 years after transfer.

NASA RECORDS CONTROL SCHEDULE 23--Continued

<u>ITEM</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
4	<p><u>T.U. Dissemination Files:</u> Preliminary, progress, and final reports of publications prepared or issued by contractors operating a Regional Dissemination Center in cooperation with NASA and other contractors assisting the Technology Utilization Program dissemination efforts, and related correspondence.</p>	<p>Transfer to FRC 2 years after break. Destroy 3 years after transfer.</p>
	<p>a. Headquarters T.U. Division Office.</p>	<p>Destroy 2 years after break.</p>
	<p>b. All other offices.</p>	<p>Transfer to FRC 2 years after break. Destroy 3 years after transfer.</p>
5	<p><u>Publication Orders, Memoranda, Reports Files:</u> Orders, coordination, and reports between the Technology Utilization Division and the Scientific and Technical Information Division, relating to the use of STID's services.</p>	<p>Transfer to FRC one year after break. PERMANENT. Per RP Plan No. NN-473-14</p>
6	<p><u>T.U. Clipping Files:</u> File of articles appearing in technical and trade magazines on the NASA T.U. Program, and the transfer of space technology to private industry.</p>	<p>Destroy one year after break.</p>
	<p>a. Headquarters T.U. Division Office.</p>	
	<p>b. All other offices.</p>	
7	<p><u>Scientific and Technical Publications Files:</u> Scientific and technical publications, such as Tech Briefs, Technology Surveys, Technical Reports, Technical Notes, Technical Memorandums, Contractor Reports, Special Publications, and STAR (Scientific and Technical Aerospace Reports).</p>	

2/15/74

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

- (1) One record copy of each publication (marked "Official Record Copy") together with related papers showing inception, scope, and background.
- (2) Author's working papers relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, and related papers.

b. Headquarters STID Files:

- (1) Edited manuscript copy, galley proofs, page proofs, blue lines, dummy layouts for each publication.
- (2) Camera ready copy of Special Publications, including original art, figures, cover design, and title page.

c. All other copies of the publications.

8

Other Scientific and Technical Publications Files consisting of locally published reports not included in the "formal" STID series described in item 7 above.

Transfer to FRC one year after publication.
PERMANENT. Per RR Plan No. NN-473-14

Transfer to FRC at the same time as the related case files. Destroy one year after transfer.

Transfer to FRC within 6 months after document is published. Destroy one year after transfer.

Transfer to FRC 6 months after document is published. Destroy 3 years after transfer.

Destroy when reference value ceases.

See NRCS 25-6.

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NASA RECORDS CONTROL SCHEDULE 24: R & D ADMINISTRATION RECORDS

2/15/74

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

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

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

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

a. Offices performing NASA-wide staff responsibility and offices responsible for preparation of the plan or forecast.

Transfer to Federal Records Center (FRC) 5 years after supersession. PERMANENT.
Per RR Plan No. NN-473-14

Ch. 3

24-1

NASA RECORDS CONTROL SCHEDULE 24--Continued

24-2

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- b. Contributing offices.
Destroy 5 years after supersession.
- c. Other offices.
Destroy 2 years after supersession.
- 2 R&D Program Manager Control Files: These files reflect the control of research, development, procurement, production, of those equipment systems which, because of total cost, technical complexity, or number of project components, are required to have special or "program" management. These files, as such, are accumulated only by offices of those program managers who rely on other installations to contract for, and directly supervise, the technical and engineering aspects of the system.
Transfer to FRC 2 years after completion of the program. RETAIN INDEFINITELY.
- 3 R&D Program Cost and Schedule Files: Documents relating to cost projections for research and development projects, including information about program objectives in terms of projects, tasks, status, and time phasing for development, and funds required. These files include schedules and directly related forecast and actual costs.
Transfer to FRC one year after completion of project. PERMANENT.
Per RR Plan No. NN-473-14
Transfer to FRC when no longer needed. PERMANENT. Per RR Plan No. NN-473-14
- a. Office of origin.
Destroy when no longer needed for reference.
- b. Secretariat Office (Headquarters)
- c. Other offices
- 4 R&D Technical Report Record Files: These consist of one copy of each preliminary, progress, or final R&D technical report or publication prepared or issued by a field installation or activity, or received from their contractors.
Destroy when no longer needed for reference.

Transfer to FRC one year after publication. PERMANENT. Per RR Plan No. NN-473-14

Send to the installation librarian for destruction when no longer needed for reference.

- a. The office of origin's record copy of each publication (marked "Official Record Copy") together with related papers showing inception, scope, and background.
- b. Other copies maintained for reference by any office, including all technical reports published and distributed by or for the Scientific and Technical Information function.

5 R&D Drawing Files: Preliminary, experimental, final design and "as built" drawings created in connection with research and development projects, including reduced size offset prints and aperture cards. Arrange by drawing number or by project.

- a. Offices delegated responsibility for maintenance of official record sets.
- b. Other offices.

6 R&D Specification Files: Preliminary, experimental, and final specifications created in connection with engineering projects. Arrange by specification number or by project.

- a. Offices delegated responsibility for maintenance of official record sets.
- b. Other offices.

7 R&D Operating Program Briefing Files: Documents accumulated from periodic presentations to directors of operating programs for forecasts, trends, and results of the execution of operating programs. Included are presentation materials, memoranda of actions directed, records of questions and answers, and other documents relating to the briefing.

2/15/74

CP 3 24-3

Transfer to FRC when no longer needed for reference. If filed by project, transfer after completion of project. PERMANENT. Per RR Plan No. NN-473-14

Destroy when obsolete, superseded, or no longer needed for reference.

Transfer to FRC when no longer needed for reference. PERMANENT
Per RR Plan No. NN-473-14
Destroy when obsolete or superseded.

Transfer to FRC 2 years after presentation. PERMANENT. Per RR Plan No. NN-473-14

NASA RECORDS CONTROL SCHEDULE 24--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- | | | |
|---|---|---|
| 8 | <p><u>R&D Apollo Documentation Administration Files:</u> A listing of documentation covering the Apollo Documentation System consisting of record copies of 3 documents: (1) Center Apollo Document Index, Appendix "A"; (2) Center Apollo Document Index, Numerical Listing by Level Category, Control No.; (3) Center Apollo Document Index, Alphabetical Listing. The system will provide for continual management review to eliminate duplicate or non-essential requirements and reduce costs related thereto. Included are supporting papers reflecting changes to basic documents.</p> | <p>Transfer to FRC when superseded.
PERMANENT. Per RR Plan No. NN-473-14</p> |
| 9 | <p><u>R&D Project Control Files:</u> Documents accumulating in laboratory or program offices from the supervision, management, and administration of research, development, test, and evaluation projects at installations. These files are generally maintained as a means of keeping management personnel informed on the status and progress of projects. Essential information is duplicated in the R&D project case files. Included are documents relating to project appraisals; recommendations for project initiation, termination, or cancellation; review and analysis of specific R&D projects; and other papers relating to the projects.</p> | <p>Transfer to FRC 2 years after completion, termination, or cancellation of the project. Destroy 8 years after transfer.</p> |
| | <p>a. Director's office at performing field installations and Headquarters Program Offices.</p> | |
| | <p>b. Office of laboratory chiefs and directors supervising R&D projects.</p> | <p>Destroy 2 years after completion, termination, or cancellation of the project.</p> |

2/15/74

- 10 R&D Installation Test Scheduling Files: Documents used by testing units to authorize, schedule, and control project testing and evaluation of models or prototypes in specialized facilities, such as wind tunnels, materials test laboratories, etc. Included are copies of project orders, copies of operating schedules, critical events, feeder reports, and related papers.
- 11 R&D Correspondence Files: Record copies of correspondence relating to management and operation of a laboratory or a Program Office.
- 12 R&D Inter-agency and National Boards, panels, and Committee Files.
- 13 R&D NASA Boards, Panels, and Committee Files.
- 14 R&D Symposia and Conference Files.
- 15 R&D Contract Reference Files: Consisting of copies of R&D contracts associated with the accomplishment of the program with changes, modifications, or addendums thereto.
- 16 R&D Advanced Manned and Unmanned Mission Studies Files: Advanced studies of flight missions beyond those currently approved, or studies of as yet unapproved spacecraft, launch vehicle, or aircraft systems that may lead toward such future flight mission or studies leading to significant changes on an already approved configuration of spacecraft and launch vehicle.
- 17 R&D Operations Program Progress Report Files: Reporting system for program scheduling and review (SARP Charts).
- a. Office responsible for reports.
- b. Other offices.
- 18 R&D Internal Administrative Files.
- Transfer to FRC one year after break.
Destroy 3 year after transfer.
- Transfer to FRC one year after completion or cancellation of program. Destroy 4 years after transfer.
See NRCS 1-6.
- See NRCS 1-7.
- See NRCS 1-39.
- Destroy after completion or cancellation of program.
- Transfer to FRC on completion or abandonment of study. PERMANENT.
Per RR Plan No. NN-473-14
- Transfer to FRC 2 years after break.
PERMANENT. Per RR Plan No. NN-473-14
Destroy one year after break.
See NRCS 1-9.

CP. 3

24-5

Technical Engineering Documentation Files. These files contain materials utilized in the fabrication, printing, production, with changes, modifications, or addendums thereto of engineering and operational manuals. These engineering and operational manuals are used in support of on-going Networks equipments/systems for technical design and configuration, inspection, maintenance, certifications, flight operational readiness, operation and post flight evaluation.

- a. One record copy of each publication (marked "Official Record Copy").
- b. Camera ready copy, including boardmounted art work, drawings, negatives and repro assembly sheets.

Transfer to FRC one year after equipments/systems become inactive. **PERMANENT**
Per RR Plan No. NN-473-14
 Store in installation staging area. After 2 years destroy obsolete records and transfer remaining files to FRC for review every 5 years.

NASA RECORDS CONTROL SCHEDULE 25: R & D PROJECT RECORDS

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

ITEM

DESCRIPTION OF RECORDS

1 R&D Project Case Files: Project case files usually contain one or more of the files series listed below. Each series may be filed separately or they may be combined, depending on the size of the project and the location of the personnel involved. Since it is not feasible to dispose of the many files series at different times, each case file is handled as a single unit under one disposition standard.

- a. R&D Project Office files relating to complex, especially significant, or unusually large projects, generally resulting in prototype flight equipment; often comprised of one or more of the following files:

DISPOSITION

NOT AUTHORIZED FOR DISPOSAL AT THIS TIME. Transfer to FRC within 2 years after completion of related project. 13 years after transfer NASA will submit disposition request to NARS to determine which files, if any, should be retained permanently. (This revised disposition applies to all records previously transferred to FRC under this Schedule and item number.)

2/15/74

CF. 3

25-1

NASA RECORDS CONTROL SCHEDULE 25--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

- (1) R&D Project Procurement Files: One copy of each R&D contract, grant, or agreement associated with the accomplishments of the project with changes, modifications, or addendums thereto. (This is the project's file, not the procurement office file.)
- (2) R&D Project Status Files: Documents reflecting the project managers master plan for research, development, and test of a designated equipment system. These plans are used as management tools and as a means of informing higher authority of the system's status. Included are project management master plans, superseded and obsoleted parts of the plans, studies and reports used to keep the plan current, and related documents.
- (3) R&D Project Authorization Files: Documents reflecting actions leading up to and including the authorization for initiation of a project. Included are Project Planning Documents (PPD's) and Project Authorization Documents (PAD's).
- (4) R&D Project Specification and Drawing Files: Copies of experimental, preliminary, and final drawings and specifications created in connection with the project.
- (5) R&D Project Test and Evaluation Files: Documents relating to the testing and evaluation of R&D items to make sure that design, technical, and characteristics requirements are met and to provide information for corrective action, research, environmental, engineering, service, and other test directives;

- plans and preliminary and final reports; firing reports; related correspondence; and comparable test data.
- (6) R&D Project Correspondence Files: Correspondence relating to a project and not a part of the project managers files.
- (7) R&D Project Meeting Files: Copies of minutes of meetings, conference reports, trip reports, reports of consultations, and similar papers pertaining to the project.
- (8) R&D Project's Data Location Files: Cross references or notations as to the existence and location of scale models; experimental hardware, motion picture films, and comparable items which are not filed with the project files.
- (9) R&D Project Reference Report Files: Copies of each technical, progress, or test report issued or received in connection with the project, including feasibility, cost effectiveness, contractor reports, etc.
- (10) R&D Project Proceedings and Minutes of Reviews Files: Such as Preliminary Requirements Review, Preliminary Design Review, Critical Design Review, Configuration Inspections, Design Certification Review, Flight Readiness Review, and Post Flight Evaluation.
- (11) R&D Project Termination Files: Documents reflecting notices of or authority for completion or termination of a project or task, such as technical committee action, termination notice or comparable local indicating R&D work on a particular project or task has been completed.

(12) Post Launch Spacecraft Engineering Performance Files: Logs and data describing the operation of the various functions of the spacecraft or satellite, revealing performance, malfunctions, attitude, environmental

Transfer to FRC 1 year after completion of performance period of the craft.

2/15/74

Ch. 6 25-3

conditions which may be used to check ongoing operations and to introduce engineering improvements into the design of later or similar spacecraft; includes reports, technical notes, microfilm plots, memoranda, correspondence and related papers.

b. R&D Project Office Files relating to relatively small research projects whose data and results are summarized in a research report which is usually disseminated throughout NASA.

c. Other offices maintaining working or reference copy of project papers.

Transfer to FRC within 2 years after completion of related project. (Files necessary for succeeding projects may be transferred to the new project's files).
Destroy 4 years after transfer.

Destroy when no longer needed for reference or on completion of project, whichever is sooner.

NASA RECORDS CONTROL SCHEDULE 25--Continued

2/15/74

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

2 R&D Project Planning Files: Official record set of the Project Development Plan, General Test Plan, System Safety Plan, Data Management Plan, Quality and Reliability Plan, Transportation Plan, Configuration Control Plan, Logistics Plan, and all other project planning documents.

- a. Official record set.....
- b. Other working or reference copies

Transfer to FRC within 2 years after completion of related project. PERMANENT. Per RR Plan No. NN-473-14

Destroy when no longer needed for reference or on completion of project, whichever is sooner.

3 R&D Laboratory Notebook Files: Notebooks used to record and preserve research, development, and testing data reflecting the conditions of tests or plan or approach to problems, observations, modifications, formulas, unusual or significant phenomena, findings and results, and other related data. Included are narrative data, rough sketches, curves, and schematic diagrams.

- a. Bound serially numbered official laboratory notebooks.

Transfer to responsible installation component after completion of the project covered by the notebook.² Transfer to FRC 15 years after completion: (1) notebooks relating to historical, significant, or unique accomplishments--PERMANENT. (Coordinate with retained case file in Item 1a.) (2) destroy all other notebooks.³ Per RR Plan No. NN-473-14

Ch. 3

25-4a

1

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b. Other laboratory notebooks (unnumbered, looseleaf, etc.).

- (1) Those needed in order to achieve continuity of effort, avoidance of duplicated effort, and to provide handwritten, signed and dated legal proof of Government-sponsored inventions in the event of patent litigation.
- (2) Those containing data which is routine, fragmentary.
- (3) Those containing data which are duplicated in technical reports and papers.

4

R&D Projects Experimental Data Files: Documents maintained and used by scientific and engineering personnel for research, development, and test of an item, or within a field of scientific inquiry, reflecting concept, design criteria, studies, calculations, and test performance of assemblies or devices developed. Included are engineering or scientific notes, drafts of technical reports and articles; telemetry, oscillographic and pen recordings; time and motion films and recordings; still photographs; magnetic tapes; punched paper cards; sound recordings, and similar rough or raw data which is part of the project files.

a. Data essential to support laboratory notebook information, discoveries and invention disclosures.

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

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

Notebooks relating to patent matters, retain 25 years. Those relating to historical, significant, or unique accomplishments--PERMANENT. Destroy all other notebooks.

Per RR Plan No. NN-473-14

Destroy 4 years after completion or termination of related project.

Destroy upon termination of related project.

Data relating to patent matters, retain 25 years. Those relating to historical, significant, or unique accomplishments--PERMANENT. Destroy all other notebooks.

Per RR Plan No. NN-473-14

Destroy 4 years after completion or termination of related project.

Destroy upon termination of related project.

2/15/74

Ch. 3

25-5

NASA RECORDS CONTROL SCHEDULE 25--Continued

DISPOSITIONDESCRIPTION OF RECORDSITEM

b. Data on magnetic tape.

See NRCS 26.

c. Data that has been fully incorporated into reports.

Destroy when report is released.

d. Other data files.

Transfer to FRC after project completion unless needed for research studies within the field of inquiry. Destroy 6 years after transfer.

5 R&D Projects Minitrack Analog Charts Files (Sanborn Recordings): Minitrack analog charts recorded by STADAN stations.

a. Tracking Stations.

(1) Charts of selected stations indicating ionospheric disturbances.

Transfer as directed by GSFC, Advanced Development Division, 6 months after break.

(2) Charts of other stations.

Destroy at station one year after break.

b. GSFC: Charts received from selected tracking stations.

Destroy when no longer needed for study.

6 R&D Project Report Files: Reports prepared by the project manager or other project personnel, containing information about project progress and research, development, test, and evaluation tasks, including the identification, time phasing, requirements, and other information about the project, activities and findings.

a. Published Reports.

(1) The installation's offices of primary responsibility will maintain one official record copy of each report which is published together with papers showing inception, scope, and background, including coordination papers and comments.

(2) Working papers such as notes, rough drafts, galley proofs, background reports, and other such papers.

b. Unpublished Reports.

The Installation's office of primary responsibility will mark and maintain one official record copy of each report that is written and circulated for NASA use but is not published in a "formal" series of reports for general or public dissemination.

7

R&D Project Film Files: Motion picture film reports produced by installations (or contractors) for research and development projects or for project test which require photographic support.

a. Complete film reports.

b. Engineering film which has documentary (historical) value as well as technical value.

c. Other engineering film footage necessary for development and performance testing which has been documented in project reports.

Transfer to FRC at end of fiscal year following the fiscal year in which document is published. PERMANENT. (Reference copies may be maintained for related work).¹

Per RR Plan No. NN-473-14

Destroy one year after document is published.

Transfer to FRC within 2 years after completion of related project. Destroy 8 years after transfer.

Records of any project that is deemed to be historically, politically, or technically significant should be segregated from others and packed in separate boxes for transfer to FRC. RETAIN INDEFINITELY.

See NRCS 19-16.

See NRCS 19-16.

Transfer to FRC 1 year after project completion or termination. Destroy 4 years after transfer.

NASA RECORDS CONTROL SCHEDULE 25--Continued

ITEMDESCRIPTION OF RECORDSDISPOSITION

- 8 R&D Project NASA/DoD Contractor Performance Evaluation Reports Files: Semi-annual reports of the project manager for each major selected contract reviewed and commented upon by the contractor, and finally reviewed comprehensively in NASA Headquarters; including the final terminal report summarizing the whole period.
- a. Project Managers file.
- b. Headquarters file, including exchanges of correspondence with contractor and Project Manager.
- 9 Data Files on Organic Materials Used in Construction of Planetary Spacecraft: Documentation produced by installations, contractors, sub-contractors and other suppliers, for research and development projects related to planetary flight mission hardware, which includes information relative to the organic materials used on spacecraft destined for planetary landing. Documentation shall include all listings, drawings, test results, parts lists, and specifications pertinent to the organic materials content of the spacecraft as flown.
- 10 R&D Project Termination Files
- 11 R&D Project Reports on Unsolicited Proposals Files
- Transfer to FRC after final contract payment. Destroy 6 years after transfer.
- Transfer to FRC 1 year after final contract payment. Destroy 15 years after transfer.
- Transfer to FRC at end of mission, or within 6 months after launch, whichever is sooner. Retain 20 years. Then review with NASA's Planetary Quarantine Officer for authorization to destroy.
- See NRCS 17-3.
- See NRCS 17-9.

NASA RECORDS CONTROL SCHEDULE 26: MAGNETIC RECORDS -- SCIENTIFIC, ENGINEERING, AND EXPERIMENTAL

The records described in this schedule pertain to scientific, engineering, and experimental data stored on magnetic media for record purposes and to program documentation, including flow charts and source decks. The term "magnetic media" refers to tape (analog, digital, audio, and video), drums, disks, disk packs, data cells, and other devices which store data magnetically. Disposition instructions for records stored on magnetic media pertinent to Business Applications are set forth in NRCS 27. Disposition instructions for scientific, engineering, and experimental data maintained for record purposes on other storage media, such as paper documents and still photographs, are set forth in NRCS 24 "R&D Administration Records" and NRCS 25, "R&D Project Records."

Different from all other schedules, Numbers 26 and 27 itemize magnetic records in terms of their generation and not by subject matter. This exception is made because of the specialized technical process and equipment required, and the magnitude of the storage capability involved.

It is the purpose of this schedule to outline orderly disposition processes that will identify and insure retention of magnetic records with lasting value, and provide for release of magnetic storage capacity containing short-lived information as soon as it has served its purpose. Implementation of these procedures will result in an effective magnetic records disposition program and provide maximum utilization of the magnetic storage inventory. Definitions applicable to disposition of "Magnetic Records -- Scientific, Engineering, and Experimental" are contained in Attachment A to this schedule.

The term "Release for Reuse Not Later Than" establishes the maximum time frame for retaining record material recorded on magnetic media. Any disposition procedures that will cause earlier release of the magnetic media for reuse, such as by event, vehicle launch, test completion, or determination by the cognizant office that a shorter time frame will suffice, is encouraged.

For the purpose of this Schedule 26, the following definitions apply:

DEFINITIONS

Release for Reuse -- This term is the equivalent of the term "destroy" used for disposition of paper records. However, since the magnetic tape may be reusable, the term "release for reuse" means the information on the magnetic tape is no longer needed. The magnetic tape shall be released to inventory for reuse according to procedures of the installation ADP activity concerned.

Definitions -- Continued

Cognizant Office -- The project office, organizational unit, agency, or activity having prime responsibility for the information and data on the record copy of the magnetic record concerned.

Space Science Flight Experiments -- Investigation of natural phenomena of the earth and its environment, the moon, other planets, the sun, interplanetary space, and other celestial objects and regions made from, or in conjunction with aircraft, balloons, sounding rockets, earth satellites, space probes and manned spacecraft involving both the search for extraterrestrial life and observation of the effects of space environment on living organisms other than man, are included.

Original Data Records -- Those records made by the various telemetering and/or tracking stations as part of the basic field operations and data records returned by recovered spacecraft. These records will generally require specialized processing techniques to prepare them for further use or, as in the case of tracking data, to convert them into more meaningful terms.

Master Data Records -- Those records obtained through specialized processing techniques from the original data records. They contain the original experiment information and supporting information such as orbital position, spacecraft attitude, and command and housekeeping data. Ground time and, where applicable, spacecraft time will have been correlated with these data. Extraneous and duplicate segments have been removed and the remainder is an organized, identified set of records, usually in a digital form capable of direct entry into a computer.

Experiment Data Records -- Those records extracted from the master data records to provide the Principal Investigator with data associated only with his experiment.

Reduced Data Records -- Data records prepared from raw data records by a compacting, editing, correcting, and merging operation performed under the supervision of the principal investigator. Data in this form contain all the basic usable information obtained from the experiment and generally include the instrument responses measured as functions of time along with appropriate position, attitude, and equipment performance information necessary to analyze the data in an independent fashion. The engineering corrections such as temperature, voltage, dead time, gain changes, and other similar corrections to the instrument response, will have been made. Unusable noisy data periods of questionable instrument performance will have been removed as well as duplicate portions of information. Time averaging and the conversion of the instrument response to physical units will not have been accomplished in most cases. Visual data, such as photographs derived from data processing techniques, may also be considered as reduced data records.

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

1

Original Data Records Magnetic Tape

a. Raw Data Analog Tape

Release for reuse not later than 2 years after raw data for each year have been digitized; delivered to the experimenters; and the cognizant office has ascertained that no further need for the records exist. If not digitized, or digitized only in part, and there is strong possibility of need for this information at a later date, the magnetic tape record shall be reviewed every 3 years and released for reuse when the cognizant office ascertains that no further reasonable need for the records exist.

b. Raw Data Digital Magnetic Tape

Release for reuse no later than 2 years after useable raw data has been processed into master data records tape.

2

Master Data Records Magnetic Tape

a. Space Science Flight Project Data

Release for reuse not later than 3 years after useable data has been extracted; individual experiments, projects, and studies have been completed; meaningful data has been delivered to the National Space Science Data Center (NSSDC); and the cognizant office has ascertained that the project has no further reasonable need for the tape record. This determination then shall be submitted to the Associate Administrator, Office of Tracking Data

NASA RECORDS CONTROL SCHEDULE 26--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

and Acquisition, for final approval prior to disposal of the record.

- 2 b. Other Scientific, Engineering, and Experimental Data.

Release for reuse not later than one year after useable data has been extracted; individual experiments, projects, and studies have been completed; end result tapes or written reports are completed; and the cognizant office has ascertained no further reasonable need for the tape records exists.

- 3 Experiment Data Records Magnetic Tape

- a. Space Science Flight Experiment Data

Release for reuse not later than one year after the principal investigator has completed his final report; reduced data records magnetic tape has been delivered to the NSSDC; and the cognizant office has ascertained no further reasonable need for the tape record exists.

- b. Other Scientific, Engineering, and Experimental Data.

Release for reuse not later than one year after the principal investigator has completed his final report or reduced data records magnetic tape, if applicable, has been generated.

- 4 Reduced Data Records Magnetic Tape

- a. Space Science Flight Experiment Data

One copy shall be submitted by the Principal Investigator to the NSSDC

at Goddard Space Flight Center (GSFC) in accordance with the provisions of NPD 8030.3. Cognizant offices shall designate a suitable retention period not to exceed 5 years. The NSSDC shall request review by the cognizant office upon expiration of the designated retention period. The NSSDC may request review at an earlier date if it appears there is no further reasonable need for retention of the record in NSSDC. Transfer to FRC when reference activity ceases. RETAIN INDEFINITELY.

b. Other Scientific, Engineering, and Experimental Data.

Release for reuse not later than one year after completion of a written report or computer printout if such report or printout serves as the record copy and the cognizant office has ascertained no further reasonable need for the tape record exists. Hard copy records will be disposed of in accordance with applicable records schedules in this handbook. Cognizant offices shall designate a suitable retention period for magnetic tape, serving as the record copy, not to exceed 5 years. Tapes to be retained over 3 years may be transferred to the appropriate Federal Records Center when no longer actively used. Cognizant offices shall review each tape upon expiration of the designated retention period to ascertain no further reasonable need for the tape exists.

NASA RECORDS CONTROL SCHEDULE 26--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

5 Duplicate Magnetic Tape
Duplicate tapes are not record copies and shall be released for reuse as soon as their purpose has been achieved. Cognizant offices shall clearly identify magnetic tape records provided other offices as duplicates; establish criteria for return by the receiving office of the tapes for reuse; and establish effective follow-up action to have the tapes returned in a timely manner after they have served their intended purpose.

6 Printing Tape, Including Source Printing Data Tapes: These are magnetic tapes containing data extracted from the data processing system (from master tapes or other source documents) in order to produce printouts. (The basic source tape or other document is not destroyed in the process of preparing these printing tapes.) Included in this category are magnetic tapes which serve only as backup for data converted to other media for dissemination such as publications, documents, and reports.

Release for reuse after publication of the end result printout such as a document, report, or analysis and determination by the cognizant office that needs for the tape records have been met. (Dispose of printouts in accordance with subject matter standards prescribed throughout this NHB 1441.1A.).

7 Computer Programs and Documentation, Including Automatic Records, Run Books, Descriptions, Flow Charts, and Source Decks.

Transfer to FRC not later than one year after cognizant office has ascertained no further reasonable need exists. If retention of inactive programs beyond 3 years is required, transfer to FRC. Retain indefinitely.

8 Disks, Disk Packs, Drums, and Data Cells.

Release for reuse immediately after it loses its usefulness. Inactive data stored on disks, drums, and data cells which must be retained

2/15/74

for over 30 days, and that stored on disk packs for over 90 days, shall be transferred to magnetic tape for retention and disposition according to the appropriate period set forth in this schedule.

9

Audio Tape.

- a. Manned Space Flights -- ground control and flight crew communications.

Transfer master tapes with all identifying information to the NASA Central Film Depository one year after working duplicates are generated. The Depository will transfer this material to the FRC for PERMANENT RETENTION, 5 years after receipt or when no longer needed. Release duplicates for reuse not later than one year after they have served their purpose.

Per RR Plan No. NN-473-14

Release for reuse as soon as practicable according to local practice.
Example: Release for reuse 60 days after launch of spacecraft involved.

- b. Spacecraft and launch vehicle testing.

10

Video Tape.

- a. Space Flight photographic.

Transfer master tapes with all identifying information to the NASA Central Film Depository one year after working duplicates are generated. The Depository will transfer this material to FRC for PERMANENT RETENTION 5 years after receipt or when no longer needed. Release duplicates for reuse not later than one year after they have served their purpose. Per RR Plan No. NN-473-14

Ch. 3 26-7

NASA RECORDS CONTROL SCHEDULE 26--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

b. Spacecraft and launch vehicle testing.

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

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NASA RECORDS CONTROL SCHEDULE 27: MAGNETIC RECORDS--BUSINESS APPLICATIONS

The records described in this schedule pertain to business data (accounting, inventories, budget, administration, scientific and technical information systems, index systems, etc.) stored on magnetic media and to program documentation, including flow charts and source decks. The term "Magnetic Media" refers to tape (analog, digital, audio, and video), drums, disks, disk packs, data cells, and other devices which store data magnetically. Disposition instructions for record data stored on magnetic media pertinent to scientific, engineering, and experimental applications are set forth in NASA Records Control Schedule 26.

Different from all other schedules, numbers 26 and 27 itemize magnetic records in terms of their generation and not by subject matter. This exception is made because of the specialized technical process and equipment required and the magnitude of the storage capability involved.

It is the purpose of this schedule to outline orderly disposition processes that will identify and insure retention of magnetic records with lasting value and provide for release of magnetic storage capacity containing short-lived information as soon as it has served its purpose. Implementation of these procedures will result in an effective magnetic records disposition program and provide maximum utilization of the magnetic storage inventory.

ITEM

DESCRIPTION OF RECORDS

- 1 Magnetic Tape Records--Business Applications (Accounting, Inventories, Budget, Library Type Indices, Administration, etc.): Record copies of magnetic tape records created or used in connection with the accumulation of operating and reporting data pertaining to activities and offices.

DISPOSITION

Dispose of an accordance with disposal provisions for records serving a similar functional purpose as prescribed throughout the NASA Records Control Schedules. If the original paper record is retained for the required period, and the tapes represent a duplication of the paper records, the tape should be released for reuse not later than 30 days after it has been determined that needs for

NASA RECORDS CONTROL SCHEDULE 27--Continued

ITEM DESCRIPTION OF RECORDSDISPOSITION

the tape record have been met and that it will not likely be required for further use.

2 Input Transaction Tapes: Tapes containing data abstracted from basic source documents and used for initially entering the data into the computer system. Generally, the data is abstracted or converted from punched card or other conventional record.

Release for reuse after subsequent (next cycle) tapes reflecting the detailed raw data, have been prepared, provided resultant tapes have been verified and the computer processing determined successful in accordance with accepted electronic data processing procedures.

3 Working Tapes: Tapes used merely to move data into or through the system from one transaction step to the next i.e., from the transaction tape or data to resultant master interim tape or final master tapes. Include transaction tapes reflecting the raw data as taken from the paper or other documentation.

Release for reuse after the succeeding generation tapes have been produced and verified in accordance with accepted electronic data processing procedures. (This verification may require retention until preparation of second or third generation tapes, depending upon programming techniques; transaction tapes generally should be retained until preparation of second or third generation tape).

4 Interim Master Transaction Tapes: Tapes containing detailed or summary transaction data cumulative through the last updating or merger process, or containing outstanding transaction items, or totals representing the current status of a record. Interim tapes are used as the input to the next subsequent EDPM runs that produce new updated interim or final master tapes.

Release for reuse after preparation of 3rd generation tape. After cumulative final master tape has been prepared and the computer processing determined successful, or all outstanding items have been liquidated from current status tape, the two preceding interim tapes should be released for reuse.

5 Final Master Transaction Tapes: Tapes containing detailed or summary data or cumulative transactions under a program, account, etc.

Release for reuse 1 month after preparation and clearance of all prescribed reports reflecting data contained on the tapes, provided it has been determined that the tape will not be required for preparation of other reports which could be taken from the taped data. When complete printouts of taped data are prepared, Release for reuse after printouts have been approved and it has been determined tapes will not be required for preparation of other reports or printouts.

6 Printing Tapes, Including Source Printing Data Tapes: These tapes contain data extracted from the data processing system (from master tapes or other source documents) in order to produce printout or printing tape. (The basic source tape or other document is not destroyed in the process of preparing these printing tapes).

Release for reuse after printouts are prepared and approved, and it has been determined tapes will not be required for preparation of other reports. (Dispose of printouts in accordance with subject matter standards prescribed throughout this NHB 1441.1A).

7 Computer Programs and Documentation (automatic records, run books, descriptions, flow charts, and source decks).

Retain until superseded. At the time a program has been superseded, release all tapes for reuse and transfer documentation, etc., to FRC after new program is operational and has been documented. If a program is not used after 1 year, and there is a possible future use of the program, keep run books, flow charts, program listing and source decks, and release tape for reuse. Where there is no requirement for future use, transfer flow charts, run books, and program listing to Federal Records Center. RETAIN INDEFINITELY.

NASA RECORDS CONTROL SCHEDULE 27--Continued

ITEM

DESCRIPTION OF RECORDS

DISPOSITION

8 Input Data (punched cards or punched tape).

Destroy when converted to magnetic tape as soon as tape is prepared and verified. Retention of punched cards and punched tape for record-keeping purposes is not recommended except where punch cards are used as a manual index or for aperture microfilm storage.

9 Business: Disks, Drums, and Data Cells.

Release storage when information is no longer needed immediately or after it loses its usefulness. In-active data with retention schedules over 30 days, should be transferred to magnetic tape for retention and disposition according to the appropriate period listed in this instruction.



CHAPTER VI: DISPOSITION OF TRANSITORY AND NONRECORD MATERIAL

No files, other than the types described below and those authorized under the NASA Records Control Schedules, should be destroyed without consulting the Records Management Officer. All of the material described below should be disposed of as indicated.

<u>Description</u>	<u>Proper Disposition</u>
<u>Publications and other Printed Materials</u>	
Telephone Directories (obsolete copies).	Destroy
Manual Issuances (obsolete copies).	Destroy
List of conferences and meetings (except current list).	Send accumulated file to Installation Historian
Extra or stock copies of documents no longer needed for distribution purposes.	Destroy or return to stock
Commercial and industrial catalogues and price lists (absolute copies).	Destroy
Publications from other Government agencies which are not in current use, e.g., old U.S. Government Organizational Manuals.	Destroy
Formal NASA Reports (TNs, TMs, TRs, SPs, etc.) (See NRCS 24-4)	Send to Library
NASA Contractor Reports (See NRCS 24-4)	Send to Library
Contractor Progress Reports: Over 2 years old	Destroy
Two years old or less	Send to Library
Technical magazines, periodicals	Send to Library
<u>Legislative Publications and Documents</u>	
Congressional Directories (obsolete copies).	Destroy
Congressional Records (obsolete copies).	Destroy
Federal Register (obsolete copies).	Destroy
Duplicate copies of Appropriation Hearings	Send to Installation Historian

8/14/72

Ch. 1 VI-1

<u>Description</u>	<u>Proper Disposition</u>
<u>Office Working Files</u>	
Rough drafts and working notes from which reports, staff papers, and other documents have been prepared and approved.	Destroy
Stenographic notebooks from which notes have been transcribed.	Destroy
<u>Duplicate Copies of Typed Material</u>	
Information 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 after one year whichever is sooner.
Used stencils and multilith mats.	Destroy after becoming obsolete
Correspondence making routine arrangements for speeches, meetings, etc.	Destroy after one year
Correspondence forwarding publications, acknowledging letters or publications, etc.	Destroy after three months
Letters and memorandums of transmittal without attachments.	Destroy after three months
Letters, notes, and memorandums of simple acknowledgement, and expression of appreciation for cooperation or assistance.	Destroy after one year
Requests for information and replies involving no administrative action, no new decisions by NASA, and no original development of special data.	Destroy after one year
Reading "chron" files	Send to NASA Historian after one year
Correspondence regarding plans for conferences and meetings, (e.g., invitations to attend and acceptances or regrets, notices, arrangements for space and facilities, arrangements for chairman, or speakers) excluding record copy of finally approved agenda or programs, minutes, transcripts or proceedings, speeches delivered, and comments made at or after the meetings or conferences.	Destroy after one year (See NRCS 1-39 for disposition of record copies).

<u>Description</u>	<u>Proper Disposition</u>
<u>Duplicate Copies of Typed Material</u>	
Obsolete mailing lists, notices of corrections in mailing lists, correspondence and memorandums regarding changes or corrections in mailing lists.	Destroy after three months
Correspondence, memorandums, and notices regarding changes or corrections in directories, etc.	Destroy after three months
Correspondence and internal memorandums regarding details of office management (e.g., forwarding of checks, arrangements for leave, for travel, general cooperation, itineraries, etc.).	Destroy after one year
Minor items of reference data sent to field installations solely for their information and not requiring any specific administrative action.	Destroy after one year
Requests for duplicating, for photographing, for the preparation of graphics or charts, for stenographic services, etc.	Destroy after one year
Records pertaining to charity drives, bond campaigns, and other voluntary activities not part of the regularly assigned functions of the agency.	Destroy after one year
Correspondence regarding progress of completed studies, reports, etc.	Destroy after one year
Issuances, notices, reports, releases, tabulations, and publications of other agencies or private industry submitted for general information only.	Destroy after one year
File of carbon copies of individual Time and Attendance Reports as maintained by timekeepers in each office.	Destroy one year after break or when no longer needed, whichever is first.
<u>NOTE:</u> The office of origin of any published material should maintain a complete set, including obsolete and superseded items.	
<u>Supplies and Equipment</u>	
Obsolete blank forms.	Destroy
Excess unused office supplies and forms which are not needed in the current operation of the office.	Return to stock

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APPENDIX A: GLOSSARY OF TERMS

ACTIVE RECORDS

Current and noncurrent records maintained in office files for immediate use and reference. Records that are referred to on frequent occasions.

BREAK

The breaking point for making another file folder. The purpose is to separate older file material from the newer, more active material. This should be done regularly at designated periods of time, such as each fiscal or calendar year, or after a specific action. Same as cutoff.

CASE FILE

A file arranged by name or number containing all papers pertaining to a specific person, organization, place, or thing. Example: a personnel file, a contract file, etc.

CUBIC FOOT OF RECORDS

A quantity of closely stacked Records measuring one foot long, one foot wide, and one foot high; used as a yardstick to indicate volume of records on hand, transferred, or destroyed.

CUTOFF

(See FILE CUTOFF)

DESTROYING

The deliberate throwing out; any act which effectively obliterates the informational content of records, such as tearing up, burning, pulping, erasure (tapes).

DISPOSAL

Authorized removal from Federal custody, generally by destroying but may include, under certain conditions, donation to a public institution or other authorized recipient.

DISPOSITION

The destruction, retirement, or transfer of records or their donation to non-Federal recipients. It may include two or more of these actions, such as retirement after one year, retention for five years, and destruction after ten years.

EVIDENTIAL VALUE

The usefulness of records as the primary evidence of NASA's authority, functions, organization, operations, and basic decisions and procedures.

FEDERAL RECORDS CENTER

A records storage facility operated by the National Archives and Records Service, General Services Administration, for housing and servicing noncurrent records of the Federal Government.

FILE CUT-OFF

Same as file break. The breaking, or cutting off, of a file series in order to facilitate reference to current files and permit the orderly disposal of inactive records in "Blocks". To cut off or break files, a file series is terminated arbitrarily after given period of time (or on a given date) or after a specified action or event. A new file series then is begun.

GENERAL CORRESPONDENCE FILES

A group of related records accumulated by most organizations as a result of their routine operations. Consists of an arrangement of correspondence, memoranda, and messages on a number of different subjects as distinguished from case files on specific transactions.

GENERAL RECORDS SCHEDULES

A comprehensive listing of records common to several or all Federal agencies issued by the Administrator of General Services Administration and announced in the Federal Property Management Regulations 101 - 11.404-2 to provide disposition standards and timely retirement for each series of such records. Use of these schedules is permissive and not mandatory with each Federal agency.

HISTORICAL VALUE

The usefulness of records for historical research concerning NASA or for information about persons, places, events, or things.

INACTIVE RECORDS

Those records upon which all action is complete and which are required so infrequently in the conduct of current business that they may be removed from an office and retired without impairing current operations; defined as those records that are referred to no more than once per month per file drawer. (Same as noncurrent records)

INDEFINITE RETENTION PERIOD

Used only when a record does not necessarily possess permanent values but a disposal date cannot be established in the foreseeable future and file is therefore retained. All records with indefinite retention periods are subject to re-evaluation for the possible establishment of definite retention periods of temporary duration.

NONCURRENT RECORDS

(See INACTIVE RECORDS)

NONRECORD MATERIALS

Materials that have no documentary or evidential value that need not be filed permanently, and if filed, should not be interfiled with record materials. These are accumulated in the process of producing records, but they never acquire a "record" characteristic; e.g., library materials, reference publications, duplicate copies of communications used as reading files, suspense files, letters of transmittal, stocks of forms and publications, etc.

OFFICE OF RECORD

The agency, installation, office or organizational element which is responsible for maintaining the official file copy of a record. Under functional or decentralized files plans, the office of record is usually the office which created the record or initiated the action on an incoming record, unless otherwise designated. Under centralized files plans, the central file(s) designated become(s) the office(s) of record.

OFFICIAL FILES

Each file containing record copies constitutes an "Official file". The official file includes original incoming communications and the initialed yellow record copies of outgoing and inter-office correspondence that have been created; original or action copies of reports, executed forms, tapes, photographs, and other documentary materials.

OFFICIAL FILE STATIONS

Official file stations are specifically authorized and designated points in NASA installations where records are maintained and serviced by specifically assigned personnel. This includes any record keeping media such as paper, photographs, microfilm, punched cards, magnetic tapes, etc.

ON-SITE AUDIT RECORDS

Records held by NASA at the direction of the General Accounting Office, for audit by the GAO. These records normally consist of: Statement of Transactions (formerly Accounts Current); Voucher-Schedules; Vouchers and supporting documents; Certificates of Deposits; contract files consisting of each contractual document including modifications, amendments, supplemental agreements, and change orders; accomplished carbon copies of voucher schedules and supporting basic documents covering payments to carriers for transportation services.

PERMANENT RECORD

That small proportion of an agency's records that are so valuable or unique in documenting the history of the agency, or for other reasons that should be preserved as part of the National Archives of the United States; generally, those records that document primary missions, functions, responsibilities, and significant experiences and accomplishments, or that contain information of continuing value.

RECORD GROUP NUMBER

An identification number assigned to a single Federal agency by GSA for archival control of that agency's documentation. Record Group No. 255 has been assigned to NASA. This number covers all NASA records except those NASA records which revert to the control of the General Accounting Office when transferred to a Federal Records Center. These GAO records are in Record Group No. 217.

RECORDS

a. The statutory definition of records contained in the Records Disposal Act of 1943, reads: "Books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal Law or in connection with the transaction of public business, and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government, or because of the informational value of the data contained herein." These records are maintained at official file stations. Such records cannot be destroyed without the authority granted in the NASA Records Control Schedules.

b. NASA records are comprised of --

(1) Correspondence, management's written instructions, and other action papers, including filled-in forms and other papers which are needed for operations and transacting the agency's business, excluding working papers.

(2) Record copies of drawings, photographs, motion picture film, magnetic tape, NASA publications, installation (local) publications, microfilm, punched cards, notebooks, etc.

The duplicate or multiple copies of those records described above are ordinarily not considered to be official records. Similarly excluded from records materials are published books, library materials and periodicals and other printed reference materials.

RECORDS CONTROL SCHEDULES

The administrative media used by the National Aeronautics and Space Administration to obtain legal disposal authority for categories of NASA records. When legally authorized by the Archivist of the United States, the Administrator of General Services Administration, and the General Accounting Office provisions of these schedules grant continuing authority to dispose of identifiable categories of NASA records that have accumulated and that will accumulate in the future.

RECORDS HOLDING AREA

A local NASA space assigned for the temporary storage of noncurrent records which must be retained near at hand for an additional period before destruction, transfer, or retirement to a Federal Records Center (same as records staging area).

RECORDS HOLDINGS

All records and papers in filing cabinets, on desks, on shelves, in mechanized files, and in bookcases--including documents, sketches, engineering drawings, photographs, magnetic tape, microfilm, computer punched cards, notebooks and ring binders containing records, etc., but excluding library and museum material preserved for reference or exhibition purposes; general reference publications; stocks of supplies, publications, printed documents, forms, etc.; and working materials in employee's desks.

RECORDS RETRIEVAL

The process of arranging for the prompt return of specific records which are in a local staging area or in retirement at a Federal Records Center.

RETENTION PERIOD

The period of time that inactive records must be kept after cutoff prior to destruction.

RETIREMENT

The movement of valued noncurrent records to the protective storage of a Federal Records Center for the duration of their retention period. Such records are continually subject to retrieval.

SERIES

Documents, volumes, or folders that are arranged under a single filing system, or are kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

SITE AUDIT RECORDS

(See ON-SITE AUDIT RECORDS)

STAGING AREA

(See RECORDS HOLDING AREA)

TEMPORARY RECORDS

Records having temporary value permitting their destruction after a stated period; contrasts with permanent records which have lasting value.

TRANSFER

The relocation of a quantity of records and change of custodial responsibility from one NASA installation to another, to another Federal agency, a Federal Records Center, or the National Archives.

TRANSITORY RECORDS

Records retained in an office file or a current files area for a short period (approximating 3 months) until its purpose has been accomplished and the record can be destroyed.

VITAL RECORDS

Those records that are vital to the essential functions of the Federal Government for the duration of a national emergency, including an attack on the United States (NASA's essential functions are designated by Executive Order 11095) and those records essential to the preservation of the legal rights and interests of individuals (wherein NASA has a statutory responsibility therefor) and of NASA. (See NMI 1440.5.)

WORKING PAPERS

Those notes, data compilations, calculations, drafts, etc., accumulated by an employee in the process of studying, surveying, investigating, or considering a subject, with the objective of developing a rationale, drawing firm conclusions and perhaps recommendations concerning a proposed action.

Most such papers can be destroyed after the final reporting document is completed and for this reason are not classed as records. However, whenever such papers are passed on to another employee (for any reason) they become records and should be counted in records holdings.

APPENDIX B: INDEX TO NASA RECORDS CONTROL SCHEDULES

<u>A</u>	<u>SCH</u>	<u>ITEM</u>	<u>A</u>	<u>SCH</u>	<u>ITEM</u>
Abstracts of Title	18	1	Agency Reports, Space Occupied	8	3b(1)
Acceptances					
Non-contract Training	15	33	Agenda	1	6,7
Quality	20	5	Agreements		
Access Lists	12	5	Files, R&D Project	25	1a(1)
Accident Case Files			Training (CSC)	15	35
Claims Investigation	21	2	Air Sample Analysis Logs	21	9
Reports	12	4	Air and Water Pollution		
Vehicle	22		Reports	18	13
Accomplishments	1	3	Allocation		
Accountability Records	2		Call Signs	10	1,3
Administrative Records	2	6	Manpower	1	36
Officers' Records	2		Radio Frequency	10	1,3
Officers' Return Files	2	1	Space	8	3
Top Secret	10	26	Allotment	7	3a,b
Accounting Records	5		Allotment and Obligations		
GPO	16	1B	Records	3	2
Accounts Files,			Allowed Claims	13	1b
Communication	10		Minors	13	1b(1)
Telegraph	10	15	Personal Injury	13	1b(1)
Telephone	10	15	Alterations	18	12
Teletype	10	15	Request Files, Telephone	10	16
Activities	1	39	Telephone Facilities	8	2
Ad Hoc	1	39	Analog Charts Files, R&D		
Administrative Account-			Project	25	5
ability Records	2	6	Analyses, Policy	1	1a,b
Administration of			Annual Listing of		
Civilian Personnel	15		Accumulated Pay	4	9
ADP Printouts	17	40	Annual Report of Official		
NASA Prime & Subcon-			Mailings	10	24
tract Awards	17	40	Annual Report on		
Studies & Reports	1	3	Pesticides	11	10

<u>A</u>	<u>SCH</u>	<u>ITEM</u>	<u>A</u>	<u>SCH</u>	<u>ITEM</u>
Apollo Quarterly Status Report	20	6	Attendance Files Spacemobile	19	7 7
Appeals, Military Deferment	15	20	Audience Report Forms	19	11
Appearances			AAA Audits	6	4
Personal (Request for)	19	5	Auditing Records	6	
Routine	19	5	Audits		
Community Relations	19	19	Administrative	1	3
Applications			Manpower	1	35
Employment	15	16	Authority	1	21
License for Byproduct Source & Special	21	11	Authorization Document		
Nuclear Materials	21	11	Files R&D Project	25	1a(3)
Non-Contract Training	15	33	Authorization Files		
Appointee Availability Inquiries	15	3	Call Signs	10	1
Appointments, Personnel	15	3	Radio Frequency	10	1
Apportionment	7	2a,b	Authorization		
Appraisals			Funds	7	4a,b
Manpower	1	35	Manpower	1	36
Reports, Real Property Permanent Records	18	2a	Authorizations		
Appropriations Warrants	2	5	Printing	16	5
Appropriation	7	2a,b	Automobile Records		
Art Work	7	1a(1)(2)	User Reports and Records	14	3
Articles			Vehicle Safety & Maintenance Inspection	14	9
Technical R&D Project	25	4	Availability of Funds	2	5
Assignment Files			Awards		
Call Signs	10	1,9	Case Files	15	11
Radio Frequency	10	1,9	Denied - Hearings	13	18
Assurance, Quality	20	1	Personnel	15	11-14
Astronaut			Program	15	12
Health & Medical Case			Publicity	15	14
Histories	11	4c			
Physical & Environmental Records	11	4c	Background and Efficiency Logs	21	9
Atomic Energy Commission Records	21	13	Background		
			Investigations	12	19
			Material	1	20,28,2a

<u>B</u>	<u>SCH</u>	<u>ITEM</u>	<u>C</u>	<u>SCH</u>	<u>ITEM</u>
Badges			Cannibalization of		
Assignment	12	24a	Equipment	17	24
Identification	8	4a			
Individual	12	24a	Capitalized Equipment		
Mission	12	24a	Register	18	7
Special					
Blood Donation	1	9d	Capital Investment		
			Engineering drawings	18	12
			Installation Property	18	12
Boards	1	6;7			
Bonds	2	7	Cards		
Campaigns	1	9d	Control, Film and		
Deposits and Purchase			Equipment	9	1
File	4	11	Employee Record	15	5
Savings	4	10	Identification	8	4a
Surety	13	6	Punched Paper	25	4
			R&D Project	25	4
			Summary	1	24
Briefings					
Congressional	1	13	Cargo		
			Claims	22	5
Budget	7	1a,b 6a,b	Clearances	22	5
			Company Purchased	22	5
			Delivery	22	5
Building			Demurrage	22	5
Identification	18	12	Dention	22	5
Numbering and Naming	18	12	Documentation	22	5
			Export Traffic	22	5
Building Management	8		Freight Rates	22	10
Maintenance Services	8	1	Govt. Bills of Lading	22	5
Plan Files	8	3a	Handling Activities	22	5
			Handling Equipment	22	5
			Import Traffic	22	8
			Inspection	22	5
			Losses	22	9
Calendar Files			Overseize	22	13
Conferences	19	4	Overweight	22	13
Events	19	4	Pickup	22	5
Exhibits	19	4	Preparation	22	5
Speeches	19	4	Radioactive Shipments	22	12
Calibration	20	6	Rail Freight	22	5
Call Orders	2	1	Request for Shipment	22	5
			Shipping Documents	22	5
			Tariffs	22	10
Call Sign Files			Transit Times	22	5
Communications Operation	10	9,3,1	Truck Freight	22	5
Communications Repre-					
sentation	10	9,3,1	Case Files		
Radio Frequency	10	9,3,1	R&D Project	25	1
Campaigns					
Bonds	1	9d	Center Message Files		
			Communications	10	12

<u>C</u>	<u>SCH</u>	<u>ITEM</u>	<u>C</u>	<u>SCH</u>	<u>ITEM</u>
Certificates			Claims--Con.		
Classified Documents			Disaster	13	1a
Destruction	12	28	Foreign	13	1
Eligibles	15	4b	Investigative	13	4
Eligibility for Housing	15	31	Invention (Allowed)	13	1b
			Invention (Disallowed)	13	1c
Certificate Files	15	4	Invention (Master)	13	1a
			Invention (Miscellaneous)	13	2
Certificates			Invention (Reports)	13	5
Of Inspection	18	1	Legal (Allowed)	13	1b
Possession	18	1	Legal (Disallowed)	13	1c
Real Property	18	1	Legal (Investigative)	13	4
Settlement of Accounts			Legal (Miscellaneous)	13	2
of Accountability			Legal (Reports)	13	5
Officers	2	3	Maritime	13	1
Title	18	1	Master	13	1a
			Miscellaneous	13	2
Change Slips			Patent (Allowed)	13	1b
Payroll	4	8	Patent (Disallowed)	13	1c
			Patent (Investigative)	13	4
Charity			Patent (Master)	13	1a
Drives	1	9d	Patent (Miscellaneous)	13	2
			Patent (Reports)	13	5
Charts			Personal Injury	13	1
Minititrack Analog	25	5	Personal Property	13	1
R&D Project	25	5	Settled by GAO	2	4
			Tort	13	1
Charts Files			Classified Document		
Ionospheric Disturbances	25	5a(1)	Receipt Files	10	3
Minititrack Analog	25	5			
R&D Project	25	5	Classified Material		
			Receipts	12	3
Chronological File Copies			Classification Survey		
of Personnel Actions	15	15a	Records	15	21
Circuit Usage Report File	10	2	Code Systems Files	10	9
Circulars	1	2	Collection and Disbursing		
			Vouchers	2	1
Civilian Service Emblem			Collection of Funds	2	5
Control Records	15	13	Commercial Printing		
			Reports to Congress	16	4a
Claims			Commercial Travel		
Accident	13	1a	Air	22	2
Allowed	13	1b	Automobile	22	2
Minors	13	1b(1)	Bus	22	2
Personal Injury	13	1b(1)	Limousine	22	2
Case file	13	1			
Damage Loss	13	1			
Death	13	1			
Destruction of Property	13	1			
Disallowed	13	1c			

<u>C</u>	<u>SCH</u>	<u>ITEM</u>	<u>C</u>	<u>SCH</u>	<u>ITEM</u>
Commercial Travel--Con.			Computer Programs & Documentation		
Taxi	22	2	Magnetic Tape	27	7
Train	22	2	Condemnations	18	12
Committee Files			Condemnation Actions		
Communications Representation	10	3	Real Property	18	1
Committees	1	6,7	Condition		
Communications Accounts	10	15	Reports	20	7
Procurement Request	10	15	Conference Reports		
Purchase Order	10	15	Minutes	25	1 (7)
Invoice	10	15	R&D Project	25	1 (7)
Vendors Revisions to Pricing Sheet for Equipment	10	15	Configuration Inspection		
Telegraph	10	15	Review Files		
Telephone	10	15	Minutes & Proceedings	25	1a(10)
Teletype	10	15	Configuration Control		
Communications Facilities			Plan Files	25	2
Lease Requests	10	7	Control Plan R&D Project	25	1a(2)
NASA Authority to initiate Action	10	7	Inspections R&D Project	25	1a(10)
Backup Material	10	7	Congressional		
Communications Files			Briefings	1	13
Center Message	10	12	Correspondence	1	15,13
Facilities Lease			Hearings	1	13
Request Files	10	7	NASA Printing Plant	16	4a
Fixed Facility			Report		
Project Files	10	6	Consolidated Environmental		
Operations Files	10	9	Health Report Files	11	8
Program Files	10	4	Medical Report Files	11	6
Representation Files	10	3	Construction		
Security Equipment			Facilities Safety Standards	21	1
Requirements Files	10	11	Major	18	1
Communication, Media	9	1a(1), (2)	Minor	18	12
	9	1a(1), (2)	Construction Projects		
Community Relations Files	19	19	Preliminary Engineering		
Complaints			Report	18	10a,b
By an Employee	15	7	Proposed Engineering		
Against an Employee	15	7	Report	18	10a,b
Components			Consultation Reports Files		
Manufactured	20	6	Minutes	25	1a(7)
			R&D Project	25	1a(7)

<u>C</u>	<u>SCH</u>	<u>ITEM</u>	<u>C</u>	<u>SCH</u>	<u>ITEM</u>
Contract			Control Registers--Con.		
Administration of Patent			Payroll	4	7
Clauses	13	8	Printing	16	3
R&D Project	25	1a(1)	Controlled Items	17	17
Spacemobile	19	7	Cooperative Training		
Control Forms			Records	15	34
Film	19	12	Copies		
Contracts			Information	1	9h
Agreements	25	1a(1)	Correspondence		
Grants	25	1a(1)	Congressional	1	15,13
Legal Advice	13	7	Information	1	9h
New Technology Clauses	13	8	International	1	10
Paid Copies	2	1	Cost		
Preaward re patents, copyrights, Technical			Reduction	1	18
Data	13	7	Corps of Engineers Audits	6	4
Printing & Duplicating	16	5	Correlation Files		
Procurement	25	1a(1)	Call Signs	10	1
R&QA	20	4	Radio Frequency	10	1
Contractor Performance			Correspondence Files		
Evaluation Report Files			R&D Project	25	1a(6)
NASA/DOD (R&D Project)	25	8	Relating to Individual		
R&D Project	25	8	Employees	15	18
Contractor Personnel			Corrosion Control	18	14
Individual Medical			Cost Accounting Reports	5	5a,b
Records, on-site	11	3	Cost Effectiveness Report		
Contractor Reports			R&D Project	25	1a(9)
R&D Project	25	1a(9)	Cost Reports Data	5	6
Control			Credentials		
Card, Film and Equip-			Identification	8	4
ment	9	1	Security Agent	12	24a
Manufacturing	20	8	Criteria & Procedure	18	12
Control Media Records			Critical Design Review		
Accounting	3	3	R&D Project	25	1a(10)
Control			Minutes	25	1a(10)
Quality	20	5	Proceedings	25	1a(10)
Control Records			Cross Reference Files		
Mail	10	23	R&D Project	25	1(8)
Space	8	3			
Control Registers					
Duplicating	16	3			
Distribution	16	3			

<u>C</u>	<u>SCH</u>	<u>ITEM</u>	<u>D</u>	<u>SCH</u>	<u>ITEM</u>
Current News Files	19	1	Deeds		
Custody of Funds	2	5	Real Property	18	1
			Defects		
			Quality	20	5
			Deferment Records		
Daily Log			Military	15	20
Motor Messenger Service	10	25	Delivery of Cargo	22	5
Daily Routine Health			Demurrage		
Physics Logs	21	9	Cargo	22	5
Daily Vehicle Gas			Delivery Receipts		
Issue	14	8	Motor Messenger Service	10	25
Daily Vehicle Utiliza-			Delivery		
tion			Wrong, Mail	10	22
Files	14	10	Deposit of Funds	2	5
Damage			Design Certification	18	12
Loss Claims	13	1	Review, R&D	25	1a(10)
Data			Minutes	25	1a(10)
Manpower	1	34	Proceedings	25	1a(10)
Source	1	29	Design Change Control	18	12
Schedules	20	8	Design		
Data Location Files			Drawings	9	7d(1), (2)
R&D Project	25	1a(8)	Certification Review	25	1a(10)
Data Management Plan			Review	20	6
R&D Project	25	1a(2)	Standards	18	12
			Specifications	18	12
Data			Tool	20	9
Testing	20	6	Deterioration Control	18	9,14
Tests & Operations	20	6	Destruction Certificates		
DCAA Audits	6	4	Classified Documents	12	28
DCAA Audits of Con-			Other	12	3
tractors for NASA			Top Secret	12	3
Audit Report	6	4	Destruction of Property	13	1
Corrective Action	6	4	Development Plans, R&D	25	2
Correspondence	6	4	Development of Safety		
Review & Comments	6	4	Standards	21	1
DD 250's Inspections	20	6	Dining Room Pass	8	4a
Death Claims	13	1			
Deductions of Insurance					
Reports	4	16			

<u>D</u>	<u>SCH</u>	<u>ITEM</u>	<u>D</u>	<u>SCH</u>	<u>ITEM</u>
Directives			Drums (Magnetic)	26	8
Emergency Operating	1	21			
Management	1	20,2	Duplicated Personnel		
Listing	1	32	Records	15	19
Disability Retirement			Duplicating	16	
Examination Records	11	4	Contracted	17	1
Disallowed Claims	13	1c	<u>E</u>		
Disks (Magnetic)	26	8	Earning Cards	4	1
Dispatch Records			Easement Interest		
Motor Messenger Ser.	10	25	Real Prop. Records	18	1
Disposal Documents			Leases	18	2a
Real Property			Licenses	18	2a
Permanent Records	18	2a	Permits	18	2a
Disposal Files	1	25	Agreements	18	2a
Disputes	1	17	terminated	18	2a
Distributing			expired	18	2a
Job Records	16	2	E. E. O. Affirmative Action		
In-house	16	2	Plans	15	27
Distribution Lists	16	6	E. E. O. Complaints	15	30
Documents			E. E. O. Reports		
Cargo	22	5	Annual	15	28
Project Approval	7	4a,b	Special	15	29
Doctor's Clinical Records			Electrical Disturbances		
Astronauts	11	4c	Reduction Files	10	8
Govt. Employees	11	4a	Electronic Equipment		
On-Site Contractors	11	3	Malfunction Files	10	8
Donation			Communications	10	8
Blood	1	9d	Elevators	18	12
Drawings			Eligibility		
Design	9	1d(1)(2)	Certificates of	15	4b
Drafting	18	12	Certificates of for		
R&D Project	25	1a(4)	Housing of Essential		
Tool	20	9	Employees	15	31
Drives			Emergency		
Charity	1	9d	Operating	1	21
Drivers Licenses	15	26	Preparedness	1	20
Drivers tests	15	26	Employees' Appointment Rec.	15	3
			Employee Interview Records	15	7

<u>E</u>	<u>SCH</u>	<u>ITEM</u>	<u>E</u>	<u>SCH</u>	<u>ITEM</u>
Employee Monetary Benefits	15	23	Examination Records		
			Disability Retirement	11	4a
Employee Record Cards	15	5	Fitness for Duty	11	4a
			Health Qualification		
			Placement	11	4a
Employee Service Record Cards	15	2	Physical	11	4a
			Preemployment Physical	11	4a
Employment Applications	15	16	Exceptions		
			GAO Notices	2	2
Employment & Financial Interest Records	15	41	Excess		
			Real Property	18	1
Engineering Notes	25	4	Personal Property	18	6
			Property	17	15
Entrance & Exit Interviews	15	7	Supplies	17	15
			Exchange & Sale of Property	18	5
Environmental Health Report Files	11	7	Exhibit Files		
			Routine	19	5
Erosion Control	18	12	Special	19	6
Escorting	22	15	Expenditures		
Equipment Log Reports	20	10	Gen'l Accounts in Summary	3	1
			Records	3	1
Equipment			Experimental Data Files		
Cannibalization of Loan	17	24	R&D Project	25	4
Maintenance Services	8	1	Experimental Hardware		
Management	17	1	Location Data Files	25	1a(8)
Office Copying	16	7a	Export Traffic		
Justifications	16	7a	Cargo	22	5
Purchase	16	7a			
Rental	16	7a			
Request for	1	9c			
			<u>F</u>		
Equipment Service			Facilities Project Case		
Control Files	10	10	Files Real Property	18	11
Radio	10	10	Facility Project Files		
Television	10	10	Fixed Communications		
Estimate			Fact Sheets	19	1
Budget	7	1a,b	Failures and Anomalies	20	5
Evaluation			Failure Mose & Effect Analysis	20	5
R&QA	20	1			
Testing of R&D Items	25	1a(5)	Failure Rates	20	5
Events Calendar Files	19	4			

<u>F</u>	<u>SCH</u>	<u>ITEM</u>	<u>F</u>	<u>SCH</u>	<u>ITEM</u>
Feasibility Reports			Flight Readiness Review	25	10
R&D Project	25	1a(9)	R&D	25	1a(10)
			Minutes & Proceedings	25	1a(10)
Federal Personnel Surety			Foreign		
Bonds	2	7	Claims	13	1
Feeder Reports	1	5	Government	1	1a
			National Visitor	19	17
Files			Forms	1	27
Chronological	1	9f	Freight Rates		
Disposal	1	25	Cargo	22	10
Inventories	1	25a,b	Frequency Case Files	10	1
Maintenance	1	25	Committee	10	3
Reading	1	9f	Operations	10	9
Schedules	1	25	Radio	10	1
Source	1	29	Fuels Propellants Safety		
Surveys	1	25	Standards	21	1
Suspense	1	9g	Funds	7	3a,b
Certificate	15	4			
Film			<u>G</u>		
Case Files	19	10	GAO Audits		
Control	19	12	Audit Report	6	1,3
Library Cards	19	14	Of Contractors	6	1,3
Master Logs	19	13	Corrective Action	6	1,3
Motion Picture	19	3	Correspondence	6	1,3
Scripts	19	3	Review & Comments	6	1,3
Motion Picture			Of NASA	6	1
Location Data	25	1a(8)	GAO Notices of Exception	2	2
R&D Project	25	7	GAO Settlement of Claims	2	4
Loan	9	1	Gardening	18	12
Time & Motion Reports	25	4,7	Garnishment Records	4	17
Final Master Transaction			Geiger-Muller Analysis		
Tapes, Magnetic	27	5	Logs	21	9
Financial Interest			General		
Records	15	41	Accounts	3	1
Financial Records	2	1	Ledgers	3	1
Firing Reports	25	1a(5)	Test Plan Files	25	2
First Article Con-			R&D Project	25	2
figuration Inspection	20	5	Travel Authorizations	22	1
Fitness for Duty Exam-			Government		
ination Records	11	4	Agencies	1	1a
Fixed Plan Wire Facility			Cargo, Bills of Lading	22	5
Development Project					
Files	10	6			

<u>G</u>	<u>SCH</u>	<u>ITEM</u>	<u>H</u>	<u>SCH</u>	<u>ITEM</u>
Government--Cont.			Health & Medical		
Employees Health &			Consolidated Environ-		
Medical Case Histories	11	4a	mental	11	8
Foreign	1	1a			
Owned Vehicles	15	26	Health		
			Record Cards	11	2
Grading	18	12	Case Files	11	4
			Physics Daily log	21	9
Grant Files			Plans	15	23
R&D Project	25	1a(1)	Qualification Placement		
			Records	11	4
Ground Support Equipment	18				
			Hearings		
Group Life Insurance	15	23	Congressional	1	13
			Denied Awards	13	18
Groups					
Working	1	39	Historical Data		
			Real Property	18	1
GSA Bills	2	1	Real Property (Permanent)	18	2a
GSE Equipment Reviews	20	10	Historical Items	1	8
Guards			Historical Volumes	1	28
Security	12	13			
			Histories	1	3
			Holder Lists		
<u>H</u>			Code Systems	10	9
Handbooks	1	2			
			Housing Application		
Hand			Records	15	31
Receipts	1	9e			
	17	17			
			<u>I</u>		
Handling			Identification		
Activities, Cargo	22	5	Badges	12	24a
Equipment, Cargo	22	5	Cards	8	4a
Hazardous Materials	21	1	Codes, Security	12	24
			Credentials	8	4
Hardware			Strips	15	9
Experimental					
Location Data	25	1a(8)	Individual		
			Health Record Cards	11	2
Hazardous Material			Medical Records of On-		
Safety Standards	21	1	site Contractor		
			Personnel	11	3
Headquarters Safety					
Reports	21	4	Industrial Property	17	17
Health & Medical			Information Service Report	19	5
Report Files	11	5			
Case Histories,			Impounded Vehicles	12	25
Astronaut	11	4c			

<u>I</u>	<u>SCH</u>	<u>ITEM</u>	<u>I</u>	<u>SCH</u>	<u>ITEM</u>
Imprest Fund Cashier Records	2	1	Inspections Receiving Reports DD 250's	20	6
Import Traffic Cargo	22	8	Installation Brochures Real Property Records Permanent Records	18	1 2a
Improper Treatment Mail Files	10	22	Installation Inventory Real Property	18	3a
Improvement Management	1	5	Installation Organs Property Files Request Files Telephone	1 18 10	28 12 16
Incentive Awards Case Files	15	11	Installation of Telephone Facilities	8	2
Incentive Awards Program Files	15	12	Institutional Housing Requirements Real Property	18	3a
Index Forms	1	27	Instructions Emergency Management	1 1	23 2
Individual Accident Reports	21	5	Insurance Reports Deductions	4 4	16 16
Individual Pay Card SF 1127	4	1	Insured Mail Files	10	17
Individual Retirement Record SF 2806	4	15	Interview Records Employee	15	7
Industrial Facilities Data Real Property Permanent Records	18 18 18 18	12 2a 2a 2a	Interm Master Transaction Tapes Magnetic	25	4
Information Copies Correspondence Reports	1 1	9h 9h	Internal Audits	6	4
Input Data	27	8	International Activities Agreements Correspondence Reports	1 1 1 1	10 10 10 10
Input Transaction Tapes Magnetic	27	2	Inventions Contributions Alpha File Board Employee Infringements	13 13 13 13	17 16 9c 11a,b
Inspection of Radioactive Materials	27	12			
Inspection & Proof	20	6			
Inspections Cargo	1 22	3 5			

<u>I</u>	<u>SCH</u>	<u>ITEM</u>	<u>L</u>	<u>SCH</u>	<u>ITEM</u>
Inventions			Launch		
Contributions--Cont.			Complex Assessment Review	20	1
License Grants	13	10a	Critical Items	17	17
NASA-owned	13	10	Facilities	18	2
Patents	13	11a,b	Readiness Reviews	20	1
Processing	13	8	Vehicle Inspection File	20	6
Inventories	1	25	Layout		
Classified Material	10	27	Space	20	10
Leak Test Logs	21	9			
Management	17	24	Leak Test Logs	21	9
Investigative Accident			Leases		
Claim Report	13	5	Communications Facilities	10	7
			Continuity	18	1
Invoices			Leave Cards	4	3
For Payment	2	1	Leave Transferred Records	4	4
Store Accounting					
Purposes	5	2			
Ionospheric Disturbance			Ledgers		
Chart Files	25	5a(1)	Cost Report Data	5	6a
			Stores Accounting	5	1
Issuances			Work Orders	9	4
Management	1	2	Legal		
Permits	8	5	Contract Advice	13	7
			General Advice	13	15
			Opinion	13	3
<u>J</u>			Levy and Garnishment		
JCP Authorizations	16	5	Records	4	17
Job Records			Legislation	1	14
Duplicating	16	2	Proposals	1	14
Opportunity Registers	15	25	Reports	1	14
Orders	20	8			
Printing	16	2	Library Cards		
			Film	19	14
Joint Committee on			Licenses	15	26
Printing					
Authorizations	16	5	License Grants		
<u>L</u>			NASA-Owned Inventions	13	10a
Labor Relations	1	17	Inquiries	13	10b
Laboratory Notebook Files	25	3	Patent	13	12
			Radioactive Material	21	11
Land Acquisition	18	1	Listings		
			Directory	1	32
Land Improvements	18	12	Loan		
Landscaping	18	12	Film	9	6

<u>L</u>	<u>SCH</u>	<u>ITEM</u>	<u>M</u>	<u>SCH</u>	<u>ITEM</u>
Location Data Files,			Mailings		
R&D Project	25	1a(8)	Annual Report	10	24
Experimental Hardware	25	1a(8)	Lists	16	6
Motion Picture	25	1a(8)			
Scale Models	25	1a(8)	Maintenance Files		
			Real Property	18	9
Locks & Keys	12	14	Service Request	8	1
			Utility System & Plants	18	14
Logistics Plan Files	25	2			
R&D Project	25	1a(10)	Management		
			Directives	1	20,2
Logs			Improvement	1	3,5
Daily (MMS)	10	25	Instructions	1	2
Master Film	19	13	Issuances	1	2
Utility Operating	18	15	Manuals	1	2
Visit	11	1	Master Plan	25	1a(2)
			Parts	20	3
Loss Claims			Programs	20	3
Damage	13	1	Projects	1	31
			Records	1	3
Losses					
Cargo	22	9	Manpower		
Mail	10	22	Allocation	1	36
			Appraisals	1	35
			Audits	1	35
			Authorizations	1	36
			Data	1	34
			Distribution Sheets	5	6a
			Reports	1	38,37,34
			Spaces	1	36
			Surveys	1	35
			Manuals	1	2
Machine Records					
Cost Report Data	5	6b	Manufacturing	20	5
			Planning Interface	20	5
Machinery					
Layout	20	10	Maps & Drawings	18	1
			Real Property	18	1
Magnetic Records					
Business Application	27	1	Maritime Claims	13	1
Scientific Engineering					
and Experimental	26		Master Claims		
			Accident	13	1a
			Disaster	13	1a
Mail					
Annual Report of			Master Plans Files		
Official Mailings	10	24	Project Management	25	1a(2)
Briefing Report	10	23	R&D Project	25	1a(2)
Control Records	10	23	Real Property	18	2a
Control Register	12	3	Permanent Record	18	2a
Delayed Files	10	22			
Improper Treatment	10	22			
Insured Files	10	17			
Lists	16	6			
Loss of Mail	10	22			
Production Report	10	19			
Registered	10	17			
Rifling of Mail	10	22			
Wrong Delivery	10	22			

<u>M</u>	<u>SCH</u>	<u>ITEM</u>	<u>M</u>	<u>SCH</u>	<u>ITEM</u>
Media			Motion Picture Film Files	19	16
Visual Communication	9	1	Location Data	25	1a(8)
Medical Case History	11	4	Motor Pool Activities	22	15
Medical Evaluation	11	4b	Motor Vehicles		
Activities			Coordinators	22	15
Medical Reports	11	5	Coordinators	22	15
Meeting Files			Motor Vehicle Operating		
R&D Project	25	1a(7)	Maintenance Records	14	1
			Operating Records	14	1
Meetings			Motor Vehicle Reports	14	3,4
Ad Hoc	1	39			
Contributions Board	13	16	Movement of Hazardous		
Inventions Board	13	16	Material	21	1
Staff	1	39			
Task Groups	1	39	Mueller, Geiger Analysis		
Working Groups	1	39	Logs	21	9
Minutes	25	1a(7)			
Memorandum Copies of			<u>N</u>		
Statement of Tran-			National Visitor Files		
saction	2	1	Foreign	19	17
Messages			NASA/DOD Contractor		
Center	10	12	Performance Evaluation		
Messenger Service	10	21	Report Files	25	8
Military			Negatives		
Deferment	15	20	Master	9	7
Reports	1	33	Photographic	9	7
Minitrack Analog Charts			New Technology		
R&D Project	25	5	Contract Administration	13	8
Minutes	1	6,7	News Media Files	19	1
Meetings	25	1a(7)	News Releases	19	1
Reviews	25	1a(10)	Non-Contract		
Miscellaneous Claims	13	2	Training Records	15	33
Mission Readiness			Notebook Files		
Assessments	20	1	R&D Laboratory	25	3
Models			Notes		
Scale	25	1a(8)	Engineering	25	4
			Scientific	25	4
Modifications	18	12	Notices	1	2
Monetary Benefits	15	23	Notification of		
			Personnel Actions	15	15

<u>O</u>	<u>SCH</u>	<u>ITEM</u>	<u>P</u>	<u>SCH</u>	<u>ITEM</u>
Obligations Records	3	2	Parts		
Allotment	3	2	Management	20	3
Office Copying Equip.	16	7	Material Problems	20	5
Cost	16	7c	Passes		
Justifications	16	7a	Dining Room	8	4a
Production Records	16	7b	Security	12	24a
Office Mail & Messenger			Patent	13	
Service Records	10	21	Application Files	13	12
Official Personnel Folders	15	1	Contract Administration	13	8
Operation of Govt.			Contract Legal Advice	13	7
Owned Vehicles	15	26	Infringement	13	11a,b
Operation Analysis	20	5	Interagency Assistance	13	13
Operations Files			License Received	13	12
Spacemobile	19	7	Prosecution	13	9
Operations & Maintenance			Solicitation	13	9
Instructions	20	4	Waiver	13	19
Organs			Patrol Activities	12	13
Installation	1	28	Paving	18	12,16
Oscillographic Recordings			Pay	4	
R&D Project	25	4	Annual Listing of		
Outside Employment			Accumulated	4	9
Records	15	24	Administration	4	9
Oversize			Cards	4	1
Cargo	22	13	Payment & Closing		
Overweight			Sheets		
Cargo	22	13	Real Property	18	1
			Payroll Accounting	4	
			Payroll Certification	4	6
			Payroll Change Slips	4	8
			Payroll		
<u>P</u>			Control Registers	4	7
PAD's	25	1a(3)	Pen Recordings	25	4
Paid Schedules	2	1	Performance		
Painting & Color Selecting	18	12,16	Competence Records	15	10
Panels	1	6,7	Evaluation Report	25	8
Parking Lots	18	12	Permits		
Parking			Issuance	8	5
Permits	8	4a	Operate Motor Vehicle	8	4a
Space Allotment	8	5			

<u>P</u>	<u>SCH</u>	<u>ITEM</u>	<u>P</u>	<u>SCH</u>	<u>ITEM</u>
Personal Appearances Files			Picture (Master Negative)		
Routine	19	5	Motion	9	2
Community Relations	19	19			
Personal Injury Claim	13	1	Pickup		
			Cargo	22	5
Personal Property	18		Plans		
Excess	18	6	Administrative	1	3
Safety Records	21	6	Emergency Operating	1	21
			Readiness	1	22
Personnel Actions	15	15			
Personnel Folders			Plan Files		
Official	15	1	Configuration Control	25	2
			Data Management	25	2
Personnel Inspection			General Test	25	2
Records	15	22	Logistics Plan	25	2
			Procurement	20	2
Personnel Notifications	4	5	Project Development	25	2
			Quality & Reliability	25	2
Personnel Office	1	9b	R&D Project	25	2
			Shop	20	10
Personnel Records	15	19	System Safety	25	2
Duplicate	15	19			
Temporary	15	8	Plant Account Cards	5	1
Personnel Security Records	12	19	Policy		
Processing	12	19	Studies & Analyses	1	1a,b
Personnel Statistical			Portable Survey Instru-		
Reports	15	17	ment Calibration Logs	21	9
Pesticides Report Files	11	9	Position Discription	15	6
Photographic			Position Identification		
Work Order	9	4	Strips	15	9
Photographs	9	1a(1)	Post Flight Evaluation		
Identification	8	4a	R&D Project	25	1a(10)
Public Affairs	19	15	Postage Statistical		
Physical & Environmental			Report	10	18
Records			Preemployment Physical		
Astronauts	11	4c	Examination Records	11	4
Physical Examination			Preliminary Design		
Records			Review	25	1a(10)
Preemployment	11	4a	Preliminary Engineering		
Picture Files	19	15	Report		
Motion	19	16	Real Property	18	10
Still	19	15			

<u>P</u>	<u>SCH</u>	<u>ITEM</u>	<u>P</u>	<u>SCH</u>	<u>ITEM</u>
Preliminary Requirements Review			Programs		
R&D Projects	25	1a(10)	Administrative Development	1	3
Preparation Cargo	22	5	Progress Reports	25	1a(9)
Press Kits	19	1	Projects		
Printing	16		Approval	7	4a,b
Accounting Records	16	1b	Authorization Document	25	1(3)
Authorizations	16	5	Development Plan	25	2
And Duplicating Contract	17	1	Management Master	25	1a(2)
Job Records In-House	16	2	Planning Document	25	1a(3)
Plant Equipment Report to Congress	16	4a	Status	25	1a(2)
Procurement Records	16	1a	Termination Files	25	10
Printing and Source Data Tapes	27	6	Fixed Communications Facility	10	6
Problem Investigation & Failure Reports	20	7	Project Planning Documents	25	1a(3)
Procedures			Project R&D Authorization Files	25	1a(3)
Administrative	1	20,3	Case Files	25	1
Emergency Operating	1	21	Procurement File	25	1a(1)
Proceedings & Minutes of Reviews			Status Files	25	1a(2)
R&D Project	25	1a(10)	Project Requests Facilities	18	11
Processing Inventions	13	8	Project Resources	7	8a
Procurement	17		Project Support Requirements Files	10	5
Production Report Files			Projects		
Mail	10	19	Administrative	1	3
Photo	9	3	Control	1	24
Professional Medical Evaluation	11	4b	Management	1	31
Program			Promotion Register	15	25
Assessment Review	20	1	Proof		
Communications	10	4	And Inspection	20	6
Management	20	3	Testing	20	5
Programming Projects	7	8a	Propagation Matters		
			Radio Frequency	10	3
			Property		
			Accountability	17	17
			Custodians	17	17
			Disposal	17	22

<u>P</u>	<u>SCH</u>	<u>ITEM</u>	<u>Q</u>	<u>SCH</u>	<u>ITEM</u>
Property--Cont.			Quality	20	
Industrial	17	17	Acceptance	20	6
Installation Files	18	12	Assurance	20	1
Issue	17	22	Control	20	5
Loss Claims	13	1	Defects	20	5
Management	17	12	Requirements	20	2
Mechanized	17	45			
Pass	8	4a	Quality Assurance Plan	20	4
Removal	12	9			
Requests	17	22	Quality Operating Plan	20	4
Rights	13	14			
Safety	21	6	Quality Operations	20	4
Storage	17	1			
Turn-In	17	22	Quality & Reliability		
Utilization	17	1	Plan	25	2
Proposal Report Files	25	9	Quality Stamps	20	6
Unsolicited	25	11			
Proposals			Quality Surveillance		
Legislation	1	17	Instructions	20	4
			<u>R</u>		
Protective and Preventive			Radiation Monitoring &		
Measures Reports	21	7	Disposal Records	21	13
Provisioning	17				
			Radio		
Public Affairs Statistical			Equipment Service		
Reports Files	19	8	Control File	10	10
			Equipment Summaries	10	10
Public Printer			Interference	10	3
Requisitions	16	1	Facility Development		
			Project	10	6
Public Vouchers for			Frequency Assignment	10	9
Transportation Charges	2	1	Script Files	19	3
Publications	1	28	Radioactive Materials		
Scientific and Tech.	23	7	Inspection and Test		
R&D	24-4,	25	Records	21	12
Publications & Film Case			Radioactive Materials		
File	19	10	License Records	21	11
Publicity Files			Rail Freight		
Awards	15	14	Cargo	22	5
Published Reports	25	6a	Real Property	18	
R&D Project	25	6a(1)	Abstracts of Title	18	1
			Accepted Offer to Sell	18	1
			Appraisal Report	18	2a
			Certificates of		
Purchase of Bonds	4	11	Inspection	18	1

<u>R</u>	<u>SCH</u>	<u>ITEM</u>	<u>R</u>	<u>SCH</u>	<u>ITEM</u>
Real Property--Cont.			Real Property--Cont.		
Certificate of Title	18	1	Title Documents	18	1
Condemnation Actions	18	1	Tract Descriptions	18	1
Deeds	18	1	Transfer and Acceptance Documents	18	1
Disposal	18	1			
Disposal Documents			Reapportionment Schedules	7	2a,b
(Permanent Records)	18	2a			
Easement Interest	18	1	Receipt Files		
Facilities Project			Official Mail & Messenger		
Case File	18	11	Service Records	10	21
Historical Data	18	1	Registered	10	17
Historical Data			Issued	10	17
(Permanent Records)	18	2a	Special Delivery	10	17d
Industrial Facilities			Top Secret Material	12	2
Data (permanent records)	18	2a			
Installation Brochures	18	1	Receipt of Cash	2	1
Installation Brochures					
(Permanent Records)	18	2a	Receipt		
Installation Inventory	18	3a	Hand	1	9e
Inventories by Program					
Office	18	3b	Record Cards of		
Leases	18	1	Employees	15	5
			Health	11	2
Licenses	18	1	Records		
Leases (permanent records)	18	2a	Administrative	1	3
Licenses (permanent records)	18	2a	Consolidated Environmental Health	11	8
Maps & Drawings	18	1	Consolidated Health & Medical Report	11	6
Master Plan (Permanent Records)	18	2a	Control	1	30
Payment & Closing Sheets	18	1	Contractor Report R&D Project	25	1a(9)
Permits	18	1	Cost Effectiveness	25	1a(9)
Purchases	18	1	Cost Reduction	1	18,19
Records (Permanent)	18	2	Consultation Report	25	1a(7)
Records (Temp.)	18	3	Deduction of Insurance	4	16
Institutional Housing			Emergency Preparedness	1	20
Requirements	18	3a	Equipment	17	17
To Disposal Agency	18	1	Excess Personal Property	18	6
Safety Records	21	6	Excess Real Property	18	1
Reports	18	2b	Feasibility, R&D Project	25	1a(9)
Federal Areas within States	18	2b	Feeder	1	5
In-House Facilities	18	2b	Files - R&D Project	25	6
NASA Industrial Facilities	18	2b	Film R&D Project	25	7
NASA Total Facilities	18	2b	Foreign National Visitor	19	17
Reports to GSA	18	2b	Health & Medical	11	5
Studies	18	4	Information Copies	1	9h
Tax Collector			Information Service	19	5
Certificates	18	1			

<u>R</u>	<u>SCH</u>	<u>ITEM</u>	<u>R</u>	<u>SCH</u>	<u>ITEM</u>
Records--Cont.			R&D Project	25	
Inspection & Proof	20	6	Activities	7	8b(1),(2)
Insurance	4	16	Authorization	25	1a(3)
Internal	1	10	Case Files	25	1
Internal Administrative	1	9a	Configuration Control		
Job (Printing & Dupli-			Plan	25	2
cating)	16	2	Configuration Inspection	25	1a(10)
Labor Relation	1	17	Correspondence	25	1a(6)
Legislation	1	14	Critical Design Review	25	1a(10)
Maintenance Real			Data Location Files	25	1a(8)
Property	18	9	Data Management Plan	25	2
Management Improvement	1	5	Design Certification		
Manpower	1	34,37, 38	Review	25	1a(10)
			Development Plan	25	2
Military	1	33	Experimental Data	25	4
Narrative & Statistical			Film Files	25	7
NASA/DOD Contract			Flight Readiness Review	25	1a(10)
Performance Evaluation	25	8	General Test Plan	25	2
Panels	1	6,7	Large	25	1a
Personnel Duplicated	15	19	Logistics Plan	25	2
Pesticide	11	9	Master Plan	25	1a(2)
Photographic Production	9	3	Meeting Files	25	1a(7)
Postage Statistical	10	18	Minitrack Analog Chart		
Preliminary Engineering	18	10	Files	25	5
Production - Mail	10	19	NASA/DOD Contractor		
Project Progress	25	6	Performance Evaluation		
Project Report	25	6	Report Files	25	8
Published R&D Project	25	6a	Planning Files	25	2
R&D Activities	7	8b(1)	Post Flight Evaluation	25	1a(10)
Readiness	1	22	Preliminary Design		
Real Property Deeds	18	1	Review	25	1a(10)
Real Property	18	2b	Preliminary Requirements		
Federal Areas within			Review	25	1a(10)
State	18	2b	Proceedings & Minutes of		
In-House Facilities	18	2b	Review	25	1a(10)
Installation Inventory	18	3a	Procurement Files	25	1a(1)
NASA Industrial Fac.	18	2b	Punched Paper Cards	25	4
NASA Total Fac.	18	2b	Quality & Reliability		
Production	20	8	Plan	25	2
Reference Report	25	1a(9)	Recordings	25	5
Statistical Report	19	8	Reference Planning Files	25	2
Status	7	7a,b	Reference Reports	25	1a(9)
Symposia	1	39	Reports	25	6
Technical	1	28	Reports on Unsolicited		
R&D Project	25	1a(9),4	Proposals Files	25	11
Telephone Toll Call	10	14	Sanborn	25	5
Test & Evaluation Task	25	6	Small	25	1b
Test R&D Project	25	1(10)	Sound	25	4
Traffic Volume	10	2	Specification & Drawing	25	1a(4)
Unpublished	25	6b	Status Files	25	1a(2)
Unsatisfactory Condition	20	7	System Safety Plan	25	2
Unsolicited Proposal	25	11			

<u>R</u>	<u>SCH</u>	<u>ITEM</u>	<u>R</u>	<u>SCH</u>	<u>ITEM</u>
R&D Project--Cont.			Repairable Items	172	2
Telemetry Oscillo-			Repairs	18	16
graphic & Pen	25	4			
Termination Files	25	10	Replenishment	17	
Test & Evaluation	25	1a(5)			
Transportation Plan	25	2	Reports		
Register			Administrative	1	3
Capitalized Equipment	18	7	ADP	1	3
Requisition	9	3	Air and Water Pollu-		
Registers of Job			tion	18	13
Opportunities	15	25	Annual Report of		
Registered & Insured			Official Mailings	10	24
Mail File	10	17	Annual Report on		
Regulations	1	2	Pesticides	11	10
Legal Opinion	13	3	Appraisal of Real		
Reimbursement Voucher	2	1	Property	18	2a
Relations File Community	19	19	Audience Report File	19	11
Relations File Labor	1	17	Boards	1	6,7
Release of Space	8	3	Claims	13	5
Reliability Demonstration			Committees	1	6,7
Reports	20	5	Conference	1	39
Reliability Engineering			R&D Project	25	1a(7)
Analysis	20	5	Congressional	1	12
Reliability Predictions			Congress on NASA		
& Assessments	20	5	Printing Plants	16	4
Relocation Request			Representation Files		
Telephone	10	16	Communications	10	3
Telephone Facilities	8	2	Requisitions		
Remittance Received	10	20	Equipment	1	9c
Removal Requests			Services	1	9c
Property	17	1	Supplies	1	9c
Telephone	10	16	Reservations		
Telephnone Facilities	8	2	Air	22	2
Repair and Utility Work			Bus	22	2
Orders (Property and			Hotel	22	2
Facility)	18	16	Motel	22	2
			Rental Vehicles	22	2
			Train	22	2
			Resources		
			Authority Warrants	7	5a,b
			Restoration & Refurbish-		
			ment	18	16
			Retention Registers	15	18b,c

<u>R</u>	<u>SCH</u>	<u>ITEM</u>	<u>S</u>	<u>SCH</u>	<u>ITEM</u>
Retirement Examination Records			Savings Bonds	4	10
Disability	11	4a	Scale Model Location Data File	25	1a(8)
Retirement Record Individual	4	15	Schedules		
Retirement Reports	4	15	Apportionment	7	2a,b
Roads & Grounds	18	12	Data (Manufacture)	20	8
R&QA	20		Messenger Route	10	25
Plans & Procedures	20	4	Records (Management)	1	25a
Program Requirements	20	4	Spacemobile	19	7
Survey Status Reports	20	5	Scientific Notes	25	4
Request Files			Script Files		
Alterations (Telephone)	10	16	Film	19	3
Certificate of			Radio	19	3
Eligibles	15	4a	Television	19	3
Installation	10	16	Security Controls	12	7a
Relocation	10	16	Security Equipment		
Removal	10	16	Requirements Files		
Telephone Service	10	16	Communications	10	11
Requirements			Security		
Q&A	20	2	Guards	12	13
Requisitions			Identification Code	12	24
Register (Visual Aid)	9	6	Surveys	12	7
Property & Supply	17	22	Service Emblem Control	15	13
Public Printer	16	1	Service Record Cards	15	2
Visual Aid	9	5	Radio Equipment	10	10
Return Receipt Files			Television Equipment	10	10
Insured Mail	10	17	Service		
Registered Mail	10	17	Request For	1	9c
Special Delivery Mail	10	17d	Telephone	10	16
<u>S</u>					
Safe Handling & Storage of Hazardous Materials	21	1	Shipment		
Safety Program Reports	21	3	Radioactive Material	21	10
Safety Records	21	3	Radioactive Cargo	22	12
Safety Standard Records	21	1	Request for Cargo	22	5
Sales Stores	17		Shipping Documents		
Sanborn Recordings			Cargo	22	5
R&D Project	25	5	Shop Planning	20	10
			Shuttle Bus Service	22	1

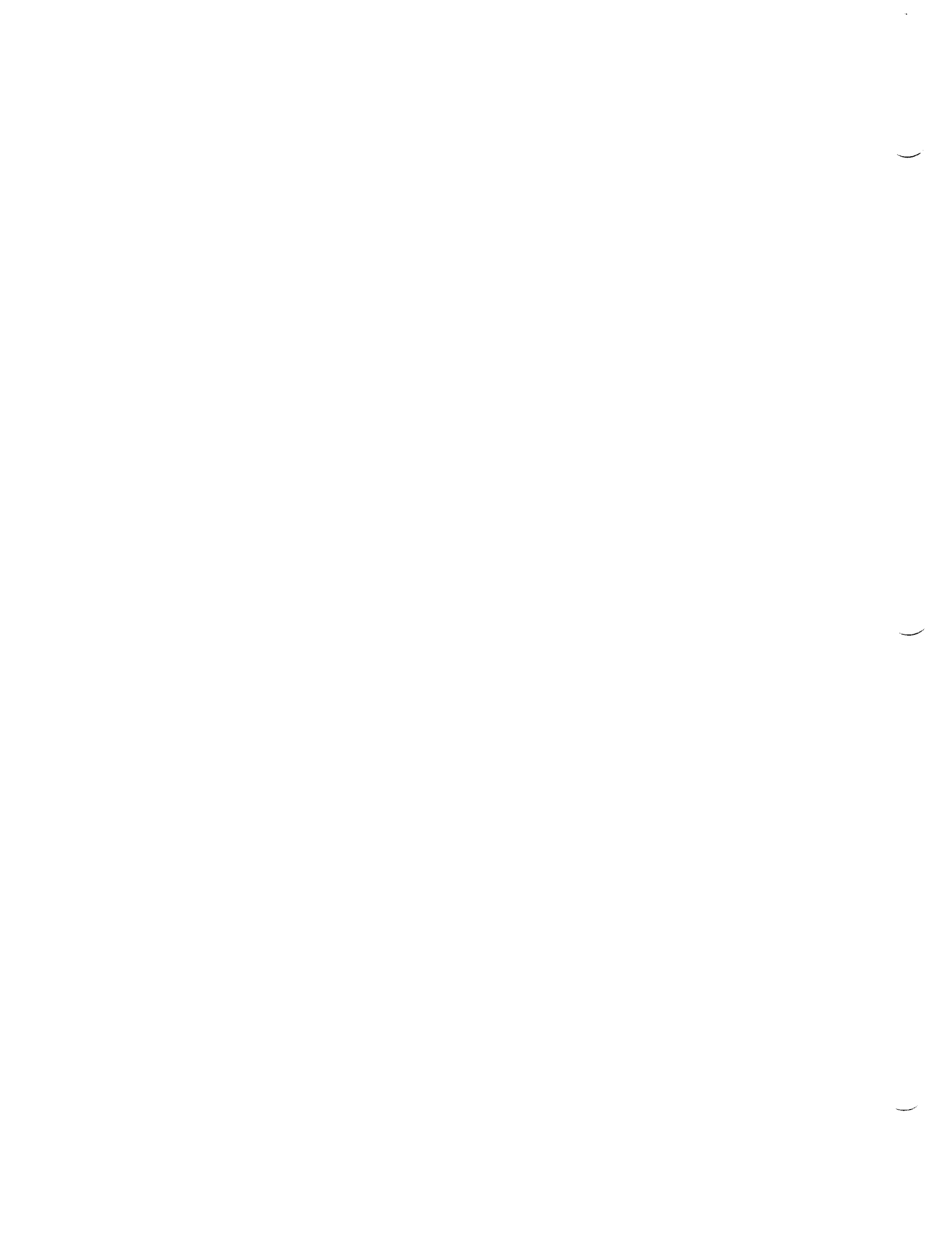
<u>S</u>	<u>SCH</u>	<u>ITEM</u>	<u>S</u>	<u>SCH</u>	<u>ITEM</u>
Signal Communications Committee Files	10	3	Solicitation Patent	13	9
Signal Plan Files	10	5	STADAN Station Recordings R&D Project	25	5
Single Failure Point	20	5	Staff Meetings	1	39
Site Activation, R&D	18	12	Standby Stock	17	
Site Deactivation, R&D	18	12	Statistical Report File Postage	10	18
Siting	18	12	Publications	19	8
Slides	9	1b	Public Affairs	19	8
Public Affairs	19	15	Relating to Personnel	15	17
Source File (Historians) Data	1	29	Statutes Legal Opinions	13	3
Space			Status Files (R&D)	25	1(2)
Allocation	8	3b	Status Reports	7	7a,b
Control Records	8	3	Still Picture Files	19	15
Holdings & Requirements	8	3b	Stock Lists	17	
Layout	20	10	Stores Accounting Invoice Records	5	2
Manpower	1	36	Stores Accounting Returns Records	5	3
Release of	8	3	Stores Accounting Work Papers	5	4
Space Occupied	8	3b(1)	Strikes	1	17
Utilization of	8	3	Studies Special	7	8c(1),(2)
Spacemobile Files			Sub-Motor Pool Activities	22	2
Attendance	19	7	Summary Card	1	24
Contract	19	7	Radio Equipment	10	10
Operations	19	7	Television	10	10
Schedules	19	7	Service	10	10
Speakers Files, Requests for	19	5			
Special Permits to Operate and Handle Special Type Machines and Tools	21	8			
Special Projects Case Files	19	6			
Speech Files	19	2			
Specification & Drawing Files, R&D Project	25	1a(4)			
Specification Files R&D Project	25	1a(4)			

<u>S</u>	<u>SCH</u>	<u>ITEM</u>	<u>T</u>	<u>SCH</u>	<u>ITEM</u>
Supplies			Tapes - Magnetic - Scientific, Engineering and Experimental--Cont.		
Authorization Cards	17	4	Master Interim Trans-	25	4
Cataloging	17	4	action	26	1
Coding	17	4	Original		
Request For	1	9c			
Supporting Requirements			Tapes (Magnetic)		
Files			Printing	26	6
Communications	10	5	Reduced Data	26	10
			Video	26	10
Surety			Tariffs		
Bond Legal Sufficiency	13	6	Cargo	22	10
Bond Review	13	6			
Surplus			Task Groups	1	39
Personal Property			Tax Collector	18	1
Disposal	18	5	Certificates Real		
Property Donations			Property	18	1
Files (HEW)	18	8			
Property & Supply	17	15	Taxi Service		
Survey Reports	17	24,6	Commercial	22	2
Manpower	1	35	Government	22	2
Records	1	25			
Suspense File	1	9g	Teacher Workship Case		
			File	19	9
Symposia	1	39	Technical Data		
			Contract Legal Advice	13	7
System Safety Plan Files	25	2	Technical Reports	1	28
R&D Project	25	2	R&D Project	25	1a(9)
Systems Operation			Technical Support		
Reliability			Management Instructions	20	4
Assessment	20	1,5,6	Telegraph Files		
			Accounts	10	15
<u>T</u>			Communications Center		
Tapes - Magnetic -			Messages	10	12
Business			Wire Message Files	10	13
Applications	27		Wireless Messages	10	13
Tapes - Magnetic -			Telemetry Recordings		
Scientific, Engineer-			R&D Project	25	4
ing and Experimental	26		Telephone Bills	2	1
Analog (Raw Data)	26	1a	Fiscal Copy	2	1
Audio	26	9	Telephone Facilities		
Computer Program	26	7	Relocation of	8	2
Digital (Raw Data)	26	1b	Removal of	8	2
Duplicate	26	5	Service Request	8	2
Experiment	26	5			
Master	26	2			

<u>T</u>	<u>SCH</u>	<u>ITEM</u>	<u>T</u>	<u>SCH</u>	<u>ITEM</u>
Telephone Files			Time & Cycle Data	20	6
Accounts	10	15	Title Documents		
Service Requests	10	16	Real Property	18	1
Toll Call Reports	10	14	Tolerance Waivers	20	6
Listing	1	32	Toll Call Report File		
Communication Service			Telephone	10	14
Request	10	16	Toll Slips	10	14
Teletype Files			Tool		
Accounts	10	15	Cribs	17	22
Communications Center			Design	20	9
Messages	10	12	Drawings	20	9
Wire Message Files	10	13	Top Secret Account-		
Wireless Message File	10	13	ability Records	12	2
Television Files	10	10	Tort Claims	13	1
Equipment Service			Tour Files		
Control	10	10	Requests For	19	5,19
Equipment Summary			Tracking Stations		
Files	10	10	R&D Project	25	5a
Script Files	19	3	Tract Descriptions		
Temporary Personnel			Real Property	18	1
Records	15	8	Traffic		
Termination Files			Appeals	12	27
R&D Project	25	10	Control	12	7
Test Directives			Counts	12	7
R&D Project	25	1a(5)	Surveys	12	7
Tests			Volume Report	10	2
Driver	15	26	Circuit Usage	10	2
Test & Evaluation Files	25	1a(5)	Transfer & Acceptance		
R&D	25	1a(5)	Documents		
Test Records of Radio-			Real Property	18	1
active Materials	21	12	Transit Items		
Test Reports	25	1a(9)	Cargo	22	5
R&D	25	1a(9)	Truck Freight Cargo	22	5
Testing Data	20	6	Transportation	22	
Testing Proof	20	6	Employee	22	2
Tests			Employee Dependents	22	2
Emergency Operations	1	23	Household Goods	22	2,5
Emergency Readiness	1	22			
Time & Attendance Reports	4	2			

<u>T</u>	<u>SCH</u>	<u>ITEM</u>	<u>U</u>	<u>SCH</u>	<u>ITEM</u>
Transportation--Cont.			Utility Maintenance		
Plan R&D	25	2	Plan	18	14
Plan Files	25	2			
Plan R&D Project	25	2	Utility Operating Log		
Requests Register	22	1b	Files	18	15
Schedules	2	1			
			<u>V</u>		
Travel	1	9c	Valuables Received in		
Authorizations	22	1b	Mail Record of	10	20
Requests	22	1			
Requisitions	22	1b	Vehicles		
Vouchers	22	2b	Daily Gasoline Issue	14	8
			Impoundment	12	25
Treatment Records			Markings & Identifi-		
Medical			cation	22	6
Astronauts	11	4c	Mileage Card	14	2
Government Employees	11	4a	Operation Records	15	26
On-site Contractors	11	3	Parking	12	25
			Utilization Files	14	10
Trip Reports			Viewgraphs	9	1b,c
Minutes, R&D Project	25	1a(7)	Violations		
			Badges	12	21,22
Trip Tickets	22	1	Driving	12	27
			Firearms	12	21,22
<u>U</u>			Holdings of Permits	8	5
Unpublished Reports			Miscellaneous Inci-		
R&D Project	25	6b	dents	12	12,22
			Improper Storage of		
Unsatisfactory Condition	20	7	Classified Material	12	21,22
			Improper Transmission		
Unsolicited Proposals			of Classified Mat-		
Files Reports on R&D			erial	12	21,22
project	25	11	Visit Logs		
			Dispensaries	11	1
Unsolicited Proposal			First Aid Rooms	11	1
Report Files R&D			Health Units	11	1
Project	17	9	Visitors		
			Control	12	15
Utilities			Foreign National	19	17
Air Conditioning	18	14	Visitors Pass	8	4a
Air Pollution Control	18	14	Vital Statistics		
Compressed Air	18	14	Reports on NASA Personnel	11	5
Heating	18	14	Voucher		
Lighting	18	14	Reimbursement	2	1
Refrigeration	18	14	Voucher Schedules	2	1
Sewage	18	14			
Telephone	18	14			
Water	18	14			
Utilization of Space	8	3			

<u>W</u>	<u>SCH</u>	<u>ITEM</u>	<u>W</u>	<u>SCH</u>	<u>ITEM</u>
Waiver of Patents	13	19	Wire & Wireless Message Records--Cont.		
Warehousing	17	17	Messages Log & Date Received	10	13
Warrants Resources Authority	7	5a,b	Withdrawal of Permit	8	5
Water Activity Analysis Logs	21	9	Work Orders, Repair & Utility Property & Facility	18	16
Water Pollution Reports	18	13	Working Groups	1	39
Effects R&D	25	1a(5)	Working Tapes, Magnetic	27	3
Wire & Wireless Message Records	10	13	Workshop Files Teacher	19	9
Hard Copy & Type Copy of Incoming & Outgoing			Wrong Delivery Files Mail	10	22



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