NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Responsible Office: Office of the Chief Information Officer

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(N 17 45) _____ 4/2

7 SPACE AND MAINTENANCE GENERAL
[4200]
(N 18 9) _____ 4/3

8 PROPERTY FILES
[4210]
_____ 4/3

9 SURPLUS PROPERTY FILES
[4320]
(N 18 8) _____ 4/4
(N 18 5c) _____ 4/4

10 EXCESS PROPERTY
[4360]
_____ 4/4

11 PLANT CLEARANCE FILES CONTRACTOR EXCESS PROPERTY
(KSC ONLY)
[4360]
_____ 4/4

12 CONTROLLED MATERIAL FILES
[4500]
(N 17 15) _____ 4/5
(N 17 17) _____ 4/5
(N 17 10) _____ 4/5

13 ALLOCATION FILES
[4500]
(N 17 13) _____ 4/5

14 PRIORITY RATING CASE FILES
[4500]
(N 17 14) _____ 4/5

15 DEFENSE MATERIAL SYSTEM INSTRUCTION FILES
[4500]
(N 17 12) _____ 4/5

PROCUREMENT SCHEDULE 5

1 ROUTINE PROCUREMENT FILES
[5100]
(N 17 1) _____ 5/1

2 PROCUREMENT CONTROL FILES
[5100]
(N 17 2) _____ 5/2

3 STATUS REPORTS ON PRIME AND SUBCONTRACT AWARDS
[5100]
(N 17 40) _____ 5/2

4 BIDDERS' LISTS
[5100]
(N 17 8) _____ 5/3
(N 17 7) _____ 5/3

5 GENERAL PROCUREMENT CORRESPONDENCE
[5100]
(N 17 48) _____ 5/3

6 CONTRACT LEGAL ADVICE
[5101]
(N 13 7) _____ 5/3

7 BASIC AGREEMENT FILES
[5104]
(N 17 43) _____ 5/4

8 CONTRACT ADMINISTRATION OF PATENT AND NEW
TECHNOLOGY CLAUSES
[5104]
(N 13 8) _____ 5/4

9 SURVEYS OF EVALUATIONS
[5104]
(N 17 19) _____ 5/4

10 PROCUREMENT ACTION REPORT
[5105)
(N 17 11) _____ 5/4

11 COMPETENCY CERTIFICATES

[5109]
(N 17 31) _____ 5/4

12 CONTRACT DEVIATION FILES
[5112]
(N 17 4) _____ 5/4

13 SOURCE EVALUATION BOARD (SEB) FILES
[5115]
(N 17 39) _____ 5/5
(N 13 21) _____ 5/5

14 SOLICITED AND UNSOLICITED BIDS AND PROPOSALS FILES
[5115] (INCLUDING SUCCESSFUL/UNSUCCESSFUL AND REJECTED BIDS)
(N 17 5) _____ 5/5
(N 17 9) _____ 5/5

15 QUALIFICATION LISTS
[5119]
(N 17 33) _____ 5/7

16 SMALL BUSINESS RECORDS
[5119]
(N 17 32) _____ 5/6
(N 17 28) _____ 5/6
(N 17 29) _____ 5/6
(N 17 30) _____ 5/6

17 LICENSING OF NASA OWNED INVENTIONS (DOMESTIC AND FOREIGN)
[5127]
(N 13 10) _____ 5/7

18 PATENTS
[5127] _____ 5/7
(N 13 11) _____ 5/7
(N 13 12) _____ 5/7

19 TAX EXEMPTION FILES
[5129]
(N 17 36) _____ 5/7

20 CONTRACTORS' PAYROLL
[5131]
(N 17 41) _____ 5/7

21 COST AND PRICE ANALYSIS FILES
[5131]
(N 17 35) _____ 5/7

22 BID AND AWARD PROTEST FILES
[5133] (ALSO SEE SCHEDULE 2)
(N 17 6) _____ 5/8

23 R&D CONTRACT REFERENCE FILE
[5135]
(N 24 15) _____ 5/8

24 INTERSERVICE INSPECTION FILES

[5137]
(N 17 42) _____ 5/8

25 CONTRACTOR MONTHLY MANAGEMENT AND OPERATIONS REPORTS
[5142]
_____ 5/8

26 CONTRACT TERMINATION REPORT FILES
[5149]
(N 17 3) _____ 5/9

27 CONTRACTOR LABOR RELATIONS EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS (INDUSTRY)
[5200]
(N 17 37) _____ 5/9
(N 17 46) _____ 5/9

28 UNSATISFACTORY CONDITION REPORTS
[5300]
(N 20 7) _____ 5/10

29 EVALUATION FILES
[5300]
(N 20 1) _____ 5/10

30 R&QA AUDITS, SURVEYS, AND REPORTS
[5300]
(N 20 11) _____ 5/10

31 INSPECTION AND PROOF REPORT(S)
[5300]
(N 20 6) _____ 5/10

32 MANUFACTURING CONTROL FILES
[5310]
(N 20 8) _____ 5/11

33 TECHNICAL FILES
[5310]
(N 20 4) _____ 5/11

34 PARTS PROGRAM MANAGEMENT FILES
[5320)
(N 20 3) _____ 5/11

35 MANUFACTURING QUALITY CONTROL FILES
[5330]
(N 20 5) _____ 5/11

36 WAIVERS PATENTS
[5500]
(N 13 19) _____ 5/12

37 GRANTS
[5800]
_____ 5/12

38 FACILITIES GRANTS

[5800]
(N 17 38) _____ 5/13

39 ITEM PRICING FILES
[5900]
(N 17 34) _____ 5/14

TRANSPORATION SCHEDULE 6

1 PREPAID BILLS OF LADING

[6051]
(N 22 8) _____ 6/1
(N 22 7) _____ 6/1

2 FREIGHT FILES (SHIPPING)
[6100]
_____ 6/2

3 CARRIER RATE TENDER FILES
[6110]
(N 22 10) _____ 6/2

4 FREIGHT RATE NEGOTIATION FILES
[6120]
(N 22 11) _____ 6/3

5 TRAFFIC MANAGEMENT FEASIBILITY STUDIES
[6200]
(N 22 14) _____ 6/3

6 LOST, DAMAGED, OR IMPROPER SHIPMENT FILES
[6220]
_____ 6/3

7 SHIPMENT OF HAZARDOUS/RADIOACTIVE MATERIALS
[6330]
(N 21 10) _____ 6/3

8 MOTOR CARRIERS' EXPLOSIVE OPERATING AUTHORITY
[6330]
(N 22 12) _____ 6/3

9 SIZE AND WEIGHT LIMITS HIGHWAY
[6340]
(N 22 13) _____ 6/3

10 HIGHWAY MOVEMENT PERMITS
[6620]
(N 22 15) _____ 6/4

11 MOTOR VEHICLE RECORDS OPERATION AND MANAGEMENT
[6700] _____ 6/4
(N 12 25) _____ 6/4
(N 4 8) _____ 6/4
(N 12 26) _____ 6/5

(N 14 7) _____ 6/5
(N 14 10) _____ 6/5
(N 22 6) _____ 6/5
(N 14 6a) _____ 6/6
(N 14 6b) _____ 6/6

12 GOVERNMENT MOTOR VEHICLE OPERATORS PERMIT RECORDS NASA 10 GMVP
[6730]
_____ 6/6

PROGRAM FORMULATION SCHEDULE 7

1 R&D CORRESPONDENCE FILES
[7000]
(N 24 11) _____ 7/1

2 R&D PROJECT CONTROL FILES
[7000]
(N 24 9) _____ 7/1

3 R&D SOURCE DATA FILES
[7000]
_____ 7/2

4 R&D LONG RANGE PLANNING FILES
[7020]
(N 24 1) _____ 7/2

5 R&D PROJECT FILES PLANNING AND APPROVAL
[7100] FINAL REPORTS AND COMPLETED PROJECTS SEE SCHEDULE 8
(N 25 6) _____ 7/3
(N 24 4) _____ 7/3
(N 25 2) _____ 7/3
(N 1 9a) _____ 7/3
(N 24 18) _____ 7/3

6 R&D PROGRAM MANAGER CONTROL FILES
[7100]
(N 24 2) _____ 7/4

7 EARTH OBSERVATIONS COMMERCIAL APPLICATIONS PROGRAM (EOCAP) (SSC ONLY)
[7100]
_____ 7/4

8 NASA RESEARCH ANNOUNCEMENTS (NRA)
[7100]
_____ 7/5

9 R&D PEER REVIEW AND EVALUATIONS
[7100]
_____ 7/5

10 PROJECT APPROVAL DOCUMENTS (PAD)
[7120]
(N 7 4) _____ 7/6

11 MANAGEMENT PROJECT FILES
[7120]
(N 1 31) _____ 7/6

12 R&D SPECIFICATION FILES
[7121]
(N 24 6) _____ 7/6

13 PUBLIC REACTIONS TO ESTABLISHMENT OF MAJOR PROJECTS
[7120]
(N 18 17) _____ 7/6

14 RESEARCH AND TECHNOLOGY OBJECTIVES AND PLANS (RTOP)
[7150]
(N 24 3) _____ 7/7

15 R&D INSTALLATION TEST SCHEDULING
[7150]
[8080]
(N 24 10) _____ 7/7

16 HUMAN EXPERIMENTAL AND RESEARCH DATA RECORDS NASA 10 HERD
[7170]
_____ 7/7

17 INSTITUTIONAL OPERATING PLAN (IOP)
[7230]
_____ 7/7

18 DRAWINGS R&D FACILITIES FILES
[7320]
(N 24 5) _____ 7/8

19 FINANCIAL REPORTS CONTRACTS AND GRANTS
[7400]
[9300]
(N 7 9) _____ 7/8

20 ALLOTMENT OF FUNDS (504s)
[7400]
(N 7 3) _____ 7/9

21 BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES
[7400]
[7410]
(N 7 8) _____ 7/9
(N 7 2) _____ 7/9
(N 7 6) _____ 7/9
(N 7 1) _____ 7/9

22 PROGRAM/PROJECT OPERATING PLAN (POP)
[7600]
_____ 7/10

23 PROGRAM/PROJECT NAME FILES

[7620]
(N 1 40) _____ 7/10

24 RESOURCES AUTHORITY WARRANTS
[7830]
(N 7 5) _____ 7/11

25 AIRCRAFT FILES
[7900]
_____ 7/12

PROGRAM MANAGEMENT SCHEDULE 8

1 DEFENSE INDUSTRIAL PLANT EQUIPMENT CENTER (DIPEC) LOAN
[8000]
(N 17 47) _____ 8/1

2 TOOL DRAWING FILES
[8000]
(N 20 9) _____ 8/1

3 DATA FILES ON ORGANIC MATERIALS USED IN CONSTRUCTION OF PLANETARY
[8000] SPACECRAFT
(N 25 9) _____ 8/2

4 R&D CORRESPONDENCE FILES
[80001
(N 24 11) _____ 8/2

5 R&D PROJECT FILES
[8000]
(N 25 1) _____ 8/3

6 RESERVED

7 R&D APOLLO DOCUMENTATION ADMINISTRATION FILES
[8000]
(N 24 8) _____ 8/6

8 SPACE FLIGHT EXPERIMENT/INVESTIGATIONS REDUCED DATA
[8030]
_____ 8/7

9 CONFIGURATION CONTROL BOARD (CCB) RECORDS
[8040]
_____ 8/7

10 CONFIGURATION MANAGEMENT FILES SPACE SHUTTLE PROJECT OFFICE (MSFC ONLY)
[8040]
_____ 8/8

11 DESIGN AND ENGINEERING DRAWINGS FOR FABRICATION OF DISPLAY MODELS AND EXHIBITS
[8060]

(N 9 1d) _____ 8/8

12 STANDARDS AND SPECIFICATION FILES
[8070]
(N 24 6) _____ 8/8

13 ADVANCED MANNED AND UNMANNED MISSION STUDIES
[8100]
(N 24 16) _____ 8/9

14 SUMMARY PROGRESS REPORTS (R&D)
[8100]
_____ 8 9

15 PIONEER SPACECRAFT RECORDS
[8100]
_____ 8/10

16 PROJECT CONTROL FILES
[8120]
(N 1 24) _____ 8/11

17 R&D EXPERIMENTAL PROJECTS DATA FILES
[8200]
(N 25 4) _____ 8/12

18 ATMOSPHERIC SCIENCE DATA (KSC ONLY)
[8200]
_____ 8/12

19 PLANETARY GEOSCIENCE PROGRAM RECORDS
[8200]
_____ 8/13

20 TECHNICAL ENGINEERING PUBLICATIONS FILES
[8200]
(N 24 19) _____ 8/13

21 LABORATORY NOTEBOOKS (R&D)
[8200]
(N 25 3) _____ 8/14

22 TRACKING AND DATA ACQUISITION PROJECT MINITRACK
ANALOG CHARTS
[8400]
(N 25 5) _____ 8/14

23 GROUND NETWORK PROGRAM. FILES
[8400]
_____ 8/15

24 OPERATING BRIEFING FILES (R&D)
[8600]
(N 24 7) _____ 8/16

25 MISSION OPERATIONS
[8600]
(N 26 10) _____ 8/16

26 FLIGHT READINESS FILES (MSFC ONLY)
[8600]
_____ 8/24

27 FLIGHT DATA FILES (FDF) RECORDS
[8600] _____ 8/25

28 CONTRACTOR PERFORMANCE EVALUATION REPORT FILES
[8610] R&D PROJECT NASA/DOD
(N 25 8) _____ 8/26

29 OPERATIONS PROGRAM PROGRESS REPORT FILES R&D
[8610]
(N 24 17) _____ 8/26

30 STS 51 L DATA REPOSITORY RECORDS
[8621]
_____ 8/26

31 AUDIO TAPES MANNED FLIGHTS/GROUND CONTROL
[8640]
(N 26 9) _____ 8/27

32 AIRCRAFT CREW MEMBERS QUALIFICATIONS AND
PERFORMANCE RECORDS NASA 10 ACMQ
[8650]
_____ 8/27

33 KENNEDY SPACE CENTER (KSC) SHUTTLE TRAINING
CERTIFICATION SYSTEM (YC 04) NASA 76 STCS
[8650]
_____ 8/27

34 JOHNSON SPACE CENTER (JSC) ASTRONAUT TRAINING
RECORDS
[8650]
_____ 8 28

35 ASTRONAUT SELECTION DATABASE (ELECTRONIC)
[8650]
_____ 8/28

36 PAYLOAD PROCESSING DOCUMENTATION (KSC ONLY)
[8680]
_____ 8/28

37 OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
(OSHA) CITATION FILES
[8720]
_____ 8/31

38 RADIOACTIVE MATERIALS INSPECTION AND TEST FILES
[8700]
(N 21 12) _____ 8/30

39 RADIATION MONITORING AND DISPOSAL FILES
[8700]
(N 21 13) _____ 8/31

40 RADIOACTIVE MATERIALS LICENSE FILES
[8700]
(N 21 11) _____ 8/31

41 HEALTH AND MEDICAL CASE HISTORIES OF ASBESTOS WORKERS
[8720]
(N 11 4d) _____ 8/31

42 ASBESTOS RECORDS
[8800]
_____ 8/32

43 ENVIRONMENTAL RECORDS
[8800]
(N 18 13) _____ 8/32

44 WIND TUNNEL FILES
[8800]
_____ 8/35

45 FACILITIES PROJECT CASE FILES
[8800]
(N 18 11) _____ 8/35

46 PLANT ACCOUNTING FILES
[8800]
(N 5 1) _____ 8/35

47 AGENCY SPACE FILES
[8810]
(N 18 3) _____ 8/36

48 REAL PROPERTY FILES
[8810]
(N 18 4) _____ 8/36
(N 18 2) _____ 8/37
(N 18 12) _____ 8/38
(N 18 1) _____ 8/39

49 HOUSE APPLICATION FILES
[8814]
(N 15 31) _____ 8/40

50 WALLOPS FLIGHT FACILITY BASE HOUSING TENANT RECORDS NASA 53 BHTR
[8814]
_____ 8/40

51 WHITE SANDS TEST FACILITY FEDERAL HOUSING ADMINISTRATION (FHA) 809
[8814] HOUSING PROGRAM NASA 73 FHAP
_____ 8/40

52 SHOP PLANNING AND LAYOUT FILES
[8820]
(N 20 10) _____ 8/40

53 FEDERAL STRUCTURES DESIGN FILES
[8820]
(N 19 10) _____ 8/41

54 CofF CONSTRUCTION/DESIGN FILES CORP OF ENGINEER
(KSC ONLY)
[8820]
_____ 8/41

55 CofF PROJECTS FINAL REPORTS
[8820]
_____ 8/41

56 REPAIR AND UTILITY FILES
[8830]
(N 18 16) _____ 8/42
(N 18 14) _____ 8/42
(N 18 15) _____ 8/42

57 ASTRONAUT MEDICAL REPORTS/RECORDS
[8900]
(N 11 4c) _____ 8/43

58 MEDICAL RECORDS TEST SUBJECTS
[8900]
_____ 8/43

FINANCIAL MANAGEMENT AND INSPECTOR GENERAL SCHEDULE 9

1 ACCOUNTABLE OFFICERS' RETURNS
[9000]
(N 2 1) _____ 9/1

2 AGENCY BUDGET REQUEST FILES
[9000]
_____ 9/3

3 NASA ACCOUNTING AND FINANCIAL INFORMATION SYSTEMS
(NAFIS)
[9000]
_____ 9/4

4 R&D PROGRAM/PROJECT STATUS REPORTS (PSR)
COST/SCHEDULES
[9000]
(N 24 3) _____ 9/4

5 FUND FILES
[9050]
(N 2 5) _____ 9/5
(N 1 41) _____ 9/5

6 NASA EXCHANGE PERSONNEL, PAYROLL, AND FINANCIAL
RECORDS
[9050]
_____ 9/5

7 REIMBURSABLE AGREEMENTS FINANCIAL

[9090]
_____ 9/7

8 APPORTIONMENT SCHEDULES AGENCY WIDE CODING STRUCTURE
[9100] ALSO SEE SCHEDULE 7
(N 7 2) _____ 9/8

9 ACCOUNTING RECORDS
[9200]
(N 5 5) _____ 9/9
(N 5 6) _____ 9/9
(N 1 18) _____ 9/9

10 SIGNATURE AUTHORITY FILES
[9210]
_____ 9/10

11 GENERAL LEDGER ACCOUNTING
[9220]
(N 3 1) _____ 9/10
(N 3 6) _____ 9/10

12 ALLOTMENT/APPROPRIATION FILES
[9230]
(N 3 2) _____ 9/11

13 EXPENDITURE ACCOUNTING POSTING AND CONTROL FILES
[9280]
(N 3 3) _____ 9/11

14 FINANCIAL STATUS REPORTS
[9300]
(N 3 4) _____ 9/11
(N 3 5) _____ 9/11
(N 7 9) _____ 9/12

15 CERTIFICATES OF SETTLEMENT FILES
[9600]
(N 2 3) _____ 9/14
(N 2 4) _____ 9/14

16 TAX FILES
[9620]
(N 4 14) _____ 9/15
(N 4 12) _____ 9/15
(N 4 13) _____ 9/15

17 PAYROLL RECORDS
[9620]
(N 4 1) _____ 9/15
(N 4 7) _____ 9/16
(N 4 6) _____ 9/16
(N 4 8) _____ 9/16

18 ACCOUNTING ADMINISTRATIVE FILES
[9630]
(N 2 6) _____ 9/17

19 NONCOMMERCIAL REIMBURSABLE TRAVEL/PASSENGER FILES
[9630]
(N 22 1) _____ 9/17
(N 22 2) _____ 9/17

20 TRAVEL AND TRANSPORTATION FILES GENERAL
[9730]
_____ 9/18

21 PASSPORTS ISSUANCE/CONTROL FILES
[9730]
_____ 9/18

22 IMPREST FUND
[9791]
_____ 9/19

23 INSPECTOR GENERAL INVESTIGATIONS CASE FILES NASA 10
[9900] IGIC
_____ 9/20

24 SEMIANNUAL REPORT TO CONGRESS
[9910]
_____ 9/19

25 POLICY AND PROCEDURE FILES HQ ONLY
[9910]
_____ 9/22

26 AUDIT FILES
[9910]
(N 17 16) _____ 9/23
(N 6 2) _____ 9/23

27 INDEXES TO CASE FILES
[9910]
_____ 9/20

28 GAO AUDITS
[9920]
(N 6 1) _____ 9/24
(N 6 3) _____ 9/24

29 AUDITS OF CONTRACTORS
[9950]
(N 6 4) _____ 9/25
(N 6 5) _____ 9/25

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