NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

Subject: NASA Records Retention Schedules (w/Change 5, 6/26/09)

Responsible Office: Office of the Chief Information Officer

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Chapter 5. NRRS 5

Industry Relations and Procurement

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 5 pertain to the management and operation of NASA procurement and contracting functions. They are created and accumulated by organizations that have management control or formulate and prescribe procurement 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.

Agency procurement records document the acquisition of goods and nonpersonal services, reporting procurement needs, and related matters which are a part of daily procurement operations. The basic procurement files reflect a considerable range of procedures, from simple, small purchases to complicated prime contractor and subcontractor operations. Records created prior to 1958 must be offered to NARA for appraisal before applying the disposition instructions. All agencies have official contract files, which contain a minimum core of specified documents, but there are also other documents that vary in accordance with what each agency deems to be best for its own operating purposes. All of these documents make up the official file copy.

The key procurement file is the transaction case file containing the formal contract or informal purchase order or lease instruments and all related papers. The documents flowing into the file differ in detail, but they include, in addition to the purchase document, specifications, bids, schedules of delivery, initiating requisition, invoices, and correspondence. Other copies of these documents, made for expediting and other administrative purposes, are scattered throughout the inspection, shipping expediting, and other units of the agency procurement organization and are not considered a part of the official file. Other files related to procurement are the special documents referred to as title papers which document the acquisition of real property (by purchase, condemnation, donation, exchange or otherwise) these records are

handled under Schedule 8 of this handbook.

This schedule also includes some of the records relating to grant programs. Since grant programs document projects contracted between this Agency and an outside party, these records are included as an adjunct to the procurement records.

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
5000-5999		**PROCUREMENT/SMALL BUSINESS/INDUSTRIAL RELATIONS**	(see below)
	0.1	**ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES** Electronic copies of records that are created on electronic mail and word- processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. This disposition applies to electronic copies of all items covered under Disposition Job N1-255-94-2 in the NASA Records Retention Schedule 5. This disposition does not apply to any item already covered by the General Records Schedules.	
		A. Electronic copies created on electronic mail and word processing systems that have no further administrative value after recordkeeping copy is made.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED AND DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. <DA: N9-255-00-04>

		B. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	DELETE WHEN DISSEMINATION, REVISION OR UPDATING IS COMPLETED. <DA: N9-255-00-04>
5000		**Procurement/Small Business/Industrial Relations (General)**	**Contact Center Records Mgr.**
5100		**Procurement (Contracts) - General**	(see below)
5100	**1**	**PROCUREMENT FILES** Contracts, requisitions, purchase orders, leases, bonds, and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items: 13, 19, and Schedule 8) or described in 48 CFR, FAR. NOTE: 6 years/3 months converts the fiscal year to calendar year. GAO audits are based on calendar year. A. PROCUREMENT OR PURCHASE ORGANIZATION COPY AND RELATED PAPERS NECESSARY FOR GAO OR INTERNAL AUDIT PURPOSES	
		1. Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold).+	
	1	(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding $2,000.	DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT. [GRS 3-3a(1)(a)] (N 17-1)

		(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below $2,000.	DESTROY 3 YEARS AFTER FINAL PAYMENT. [GRS 3-3a(1)(b)]
		2. Transactions dated earlier than July 3, 1995.	
		(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding $2,000.	DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT. [GRS 3-3a(2)(a)]
		(b) Transactions that utilize small purchase procedures and all construction contracts under $2,000.	DESTROY 3 YEARS AFTER FINAL PAYMENT. [GRS 3-3a(2)(b)]
		3. Selected case (by the AA for Procurement) that set precedent or are unusual and pertain to purchases of spacecraft or major innovations in intra-atmospheric flight, highspeed research aircraft, etc. (Transactions of more than 1 million dollars.)	* PERMANENT * RETIRE TO FRC 2 YEARS AFTER FINAL PAYMENT. TRANSFER TO NARA 10 YEARS AFTER FINAL PAYMENT. <DA: N1-255-94-2>
		B. OBLIGATION COPY	DESTROY WHEN FUNDS ARE OBLIGATED. [GRS 3-3b]
		A. DATA SUBMITTED TO THE FEDERAL PROCUREMENT DATA SYSTEM (FPDS) Electronic data files maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	DESTROY OR DELETE WHEN 5 YEARS OLD. [GRS 3-3d]
		D. HEADQUARTERS FILES PERTAINING TO CONTRACTS AND AMENDMENTS AWARDED BY CENTERS	RETIRE TO FRC 2 YEARS AFTER FINAL PAYMENT. DESTROY 6 YEARS AFTER FINAL

			PAYMENT. <DA: N1-255-94-2>
		E. UNIQUE PROCUREMENT FILES Unique procurement files located in regional FRC's that are appraised as having permanent value by NARA. (Unique procurement files not yet retired to the FRC's, See Item 1A3 above.)	* PERMANENT * TRANSFER TO NARA AT TIME OF NARA APPRAISAL OR WHEN 10 YEARS OLD. <DA: N1-255-94-2>
		F. ALL OTHER OFFICES/COPIES Other copies of records described above used by component elements of a procurement office for administrative purposes.	DESTROY UPON TERMINATION OR COMPLETION. [GRS 3-3c]
5100	**2**	**PROCUREMENT CONTROL FILES**	
		Indexes, registers, logs, or other records relating to control of assigning numbers, or identifying projects, applications, contracts, and grants.	DESTROY OR DELETE WHEN 2 YEARS OLD OR 2 YEARS AFTER THE DATE OF THE LATEST ENTRY WHICHEVER IS APPLICABLE. [GRS 23-8] (N 17-2)
5100	**3**	**STATUS REPORTS ON PRIME AND SUBCONTRACT AWARDS** Machine reports (ADP printouts) on NASA prime and subcontract awards; listings of active contracts by Center, 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. OFFICE OF PRIMARY RESPONSIBILITY(NASA Headquarters)	RETIRE TO FRC 1 YEAR AFTER CLOSE OF FISCAL YEAR TO WHICH RECORDS PERTAIN. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-2> (N 17-40)
		B. CENTERS AND ALL OTHER COPIES	DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 2 YEARS OLD. <DA: N1-255-94-2>
5100	**4**	**BIDDERS' LISTS**	
		A. ACCEPTABLE	
		Lists or card files of acceptable bidders.	DESTROY WHEN SUPERSEDED OR OBSOLETE. [GRS 3-5d] (N 17-8)
		B. DEBARRED AND SUSPENDED	
		Lists or card files of debarred or suspended bidders.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2> (N 17-7)

5100	**5**	**GENERAL PROCUREMENT CORRESPONDENCE** Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. Procurement management survey files, including correspondence and reports concerning surveys of procurement management.	
	5	A. HEADQUARTERS	RETAIN UNTIL REFERENCE VALUE CEASES; THEN DESTROY. <DA: N1-255-94-2> (N 17-48)
		B. CENTERS AND ALL OTHER OFFICES/COPIES	DESTROY WHEN 2 YEARS OLD. [GRS 3-2]
5101		**Federal Acquisition Regulations (FAR) Systems**	(see below)
5101	**6**	**CONTRACT LEGAL ADVICE**	
		Documents pertaining to pre-award contract advice concerning patent, copyright, and technical data matters.	RETIRE TO FRC WHEN NO LONGER NEEDED FOR REFERENCE. DESTROY WITH RELATED CONTRACT OR WHEN 25 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-94-2> (N 13-7)
5102		**Definitions of Words and Terms**	**Contact Center Records Mgr.**
5103		**Improper Business Practices and Personal Conflicts of Interest**	**Contact Center Records Mgr.**
5104		**Administrative Matters**	(see below)

5104	**7**	**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 cancelled or superseded for any one contractor, shall be filed together.	
		A. HEADQUARTERS	DESTROY 2 YEARS AFTER EXPIRATION OF BASIC AGREEMENT. <DA: N1-255-94-2> (N 17-43)
		B. CENTERS AND ALL OTHER OFFICES/COPIES	RETIRE TO FRC 2 YEARS AFTER FINAL PAYMENT ON CONTRACT PERFORMED BY APPLICABLE CONTRACTOR. DESTROY 4 YEARS AFTER FINAL PAYMENT. <DA: N1-255-94-2>
5104	**8**	**CONTRACT ADMINISTRATION OF PATENT AND NEW TECHNOLOGY CLAUSES**	
		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.	RETIRE TO FRC 2 YEARS AFTER CONTRACT CLOSE-OUT. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-2> (N 13-8)

5104	**9**	**SURVEYS OF EVALUATIONS** Case files on surveys of evaluations made by NASA procurement offices.	DESTROY 6 YEARS AFTER FINAL PAYMENT. <DA: N1-255-94-2> (N 17-19)
5105		**Publicizing Contract Actions**	(see below)
5105	**10**	**PROCUREMENT ACTION REPORT**	
		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, contractor settlement, semi-annual, consolidated, and summary reports, and related correspondence.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-2> (N 17-11)
5106		**Competition Requirements**	**Contact Center Records Mgr.**
5107		**Acquisition Planning**	**Contact Center Records Mgr.**
5108		**Required Sources of Supplies and Services**	**Contact Center Records Mgr.**
5109		**Contractor Qualifications**	(see below)
5109	**11**	**COMPETENCY CERTIFICATES**	
		Copies of the certificates, communications, concerning the capacity credit of specific small business concerns.	DISPOSE OF IN ACCORDANCE WITH RELATED CONTRACT. <DA: N1-255-94-2> (N 17-31)
5110		**Market Research**	**Contact Center Records Mgr.**
5111		**Describing Agency Needs**	**Contact Center Records Mgr.**
5112		Acquisition of Commercial Items	(see below)

5112	**12**	**CONTRACT DEVIATION FILES** Requests, approvals, and disapproval of deviations from standard contract or grant forms and clauses.	
		A. HEADQUARTERS	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WITH RELATED CONTRACT. <DA: N1-255-94-2> (N 17-4)
		B. CONTRACTING OFFICE	DESTROY WITH RELATED CONTRACT FILE. <DA: N1-255-94-2>
		C. ALL OTHER OFFICES/COPIES	DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2>
5113		**Simplified Acquisition Procedures**	**Contact Center Records Mgr.**
5114		**Sealed Bidding**	**Contact Center Records Mgr.**
5115		**Contracting by Negotiation**	(see below)
5115	**13**	**SOURCE EVALUATION BOARD (SEB) FILES**	

	13	A. ESTABLISHMENT OF BOARD INCLUDING RECORDS CREATED 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 reports to the Administrator.	MAINTAIN AS AN INTEGRAL UNIT. RETIRE AND DESTROY WITH THE RELATED CONTRACT FILE. SEE ITEM 1.A.3. OF THIS SCHEDULE, IF CONTRACT IS PRECEDENT SETTING OR UNIQUE. RETIRING ACTIVITIES PLACE DESTRUCTION DATE ON THE SF 135. <DA: N1-255-94-2> (N 17-39)
		B. ACTIONS OF THE ADMINISTRATOR (OR HIS DESIGNEE) 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 SEB's report and presentation(s). NOTE: These files are separate from the Board's files set forth above in A.	RETIRE TO FRC 1 YEAR AFTER THE END OF THE FISCAL YEAR IN WHICH THE SELECTION TOOK PLACE. DESTROY 6 YEARS AFTER THE FISCAL YEAR IN WHICH THE SELECTION TOOK PLACE. <DA: N1-255-94-2> (N 13-21)
5115	**14**	**SOLICITED AND UNSOLICITED BIDS AND PROPOSALS FILES (INCLUDING SUCCESSFUL/UNSUCCESSFUL AND REJECTED BIDS)**	

		A. SUCCESSFUL BIDS/PROPOSALS	DESTROY WITH RELATED CONTRACT CASE FILE (SEE ITEM 1 OF THIS SCHEDULE) [GRS 3-5a]
		B UNSUCCESSFUL BIDS/PROPOSALS - SOLICITED & UNSOLICITED	
		1. Relating to simplified acquisitions as defined in the FAR, 48 CFR Part 13.	DESTROY 1 YEAR AFTER DATE OF AWARD OR FINAL PAYMENT, WHICHEVER IS LATER. [GRS 3-5b(1)] (N 17-5)
		2. Relating to transactions above the simplified acquisitions limitations in 48 CFR, Part 13.	
		(a) When filed separately from the contract file.	DESTROY WHEN RELATED CONTRACT IS COMPLETED. [GRS 3-5b(2)(a)]
		(b) When filed with contract case file.	DESTROY WITH RELATED CONTRACT CASE FILE (SEE ITEM 1 OF THIS SCHEDULE). [GRS 3-5b(2)(b)]
	14	3. Investigative reports concerning feasibility of unsolicited proposal(s).	
		(a) Reports on proposals resulting in projects. (b) Reports on rejected proposals.	FILE WITH RELATED CONTRACT. DESTROY ACCORDINGLY. <DA: N1-255-94-2> (N 17-9)

			RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-2>
		C. CANCELLED SOLICITATIONS	
		1. Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which are cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.	DESTROY 5 YEARS AFTER DATE OF CANCELLATION. [GRS 3-5c(1)]
		2. Unopened Bids.	RETURN TO BIDDER. [GRS 3-5c(2)]
		D. LISTS/CARDS OF BIDDERS	DESTROY WHEN SUPERSEDED OR OBSOLETE. [GRS 3-5d]
5116		**Types of Contracts**	**Contact Center Records Mgr.**
5117		**Special Contracting Methods**	**Contact Center Records Mgr.**
5119		**Small Business Programs**	(see below)
5119	**15**	**QUALIFICATION LISTS**	
		Lists of businesses determined to be qualified to participate in the small business program and related documents.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR WHEN 3 YEARS OLD WHICHEVER IS LATER. <DA: N1-255-94-2> (N 17-33)

5119	**16**	SMALL BUSINESS RECORDS	
		A. REPORTS	
		Reports received by small business advisors from NASA procurement offices and from contractors regarding the small business procurement program.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-2> (N 17-32)
		B. INFORMATION FILES	
		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 WHEN 2 YEARS OLD. <DA: N1-255-94-2> (N 17-28)
		C. PROGRAM SURVEY FILES	
		Documents relating to surveys to analyze the effectiveness of the small business program.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-2> (N 17-29)
	16	D. QUALIFICATION FILES	
		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.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR WHEN 3 YEARS OLD WHICHEVER IS LATER. <DA: N1-255-94-2> (N 17-30)
5122		**Application of Labor Laws to Government Acquisitions**	**Contact Center Records Mgr.**
5123		**Environment, Conservation, Occupational Safety, and Drug-Free Workplace**	**Contact Center Records Mgr.**
5124		Protection of Privacy and Freedom of Information	**Contact Center Records Mgr.**
5125		**Foreign Acquisition**	**Contact Center Records Mgr.**

5126		**Other Socioeconomic Programs**	**Contact Center Records Mgr.**
5127		**Patents, Data, and Copyrights**	(see below)
5127	**17**	**LICENSING OF NASA-OWNED INVENTIONS (DOMESTIC AND FOREIGN)**	
		A. LICENSE GRANTS	RECORDS MAY BE RETIRED TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 25 YEARS OLD. <DA: N1-255-94-2> (N 13-10)
		B. INQUIRIES about commercial rights and licensing program.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-2>
5127	**18**	**PATENTS** (ALSO SEE SCHEDULE 2)	
		A. INFRINGEMENT	
		Infringement case files, including correspondence of a general nature regarding patent infringement.	RETIRE TO FRC 2 YEARS AFTER SETTLEMENT OF CASE. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-2> (N 13-11)
		B. LICENSES RECEIVED ON PATENTS OR PATENT APPLICATIONS	
		HEADQUARTERS ONLY - (Office of General Counsel)	RETIRE TO FRC 2 YEARS AFTER LICENSE IS NO LONGER ACTIVE. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-2> (N 13-12)
5128		**Bonds and Insurance**	**Contact Center Records Mgr.**

5129		**Taxes**	(see below)
5129	**19**	**TAX EXEMPTION FILES**	
		Documents relating to the issue of tax exemption certificates and related papers which indicated proof of exemption of taxes excluded from the contract price under procurement regulations.	DESTROY 3 YEARS AFTER PERIOD COVERED BY RELATED ACCOUNT. [GRS 3-12] (N 17-36)
5130		**Cost Accounting Standards Administration**	**Contact Center Records Mgr.**
5131		**Contract Cost Principles and Procedures**	(see below)
5131	**20**	**CONTRACTORS' PAYROLL**	
		Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certificates, anti-kickback affidavits, and other related papers.	DESTROY 3 YEARS AFTER DATE OF COMPLETION OF CONTRACT UNLESS CONTRACT PERFORMANCE IS SUBJECT TO ENFORCEMENT ACTION ON SUCH DATE. [GRS 3-11] (N 17-41)
5131	**21**	**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. <DA: N1-255-94-2> (N 17-35)
5132		Contract Financing	**Contact Center Records Mgr.**
5133		**Protests, Disputes, and Appeals**	(see below)

5133	**22**	**BID AND AWARD PROTEST FILES** (ALSO SEE SCHEDULE 2) Correspondence and reports regarding protests on bids and awards.	
		A. HEADQUARTERS	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-2> (N 17-6)
		B. CENTERS AND ALL OTHER OFFICES/COPIES	DESTROY WITH RELATED CONTRACT FILE. <DA: N1-255-94-2>
5134		**Major System Acquisition**	**Contact Center Records Mgr.**
5135		**Research and Development Contracting**	(see below)
5135	**23**	**R&D CONTRACT REFERENCE FILE**	
		Consisting of copies of R&D contracts associated with the accomplishment of the program with changes, modifications, or addenda thereto.	DESTROY AFTER COMPLETION OR CANCELLATION OF PROGRAM. <DA: N1-255-94-2> (N 24-15)
5136		**Construction and Architect-Engineer Contracts**	**Contact Center Records Mgr.**
5137		**Service Contracting**	(see below)
5137	**24**	**INTERSERVICE INSPECTION FILES**	
		Documents relating to the performance of inspection services for other procuring activities, such as audit reports.	DISPOSE OF IN ACCORDANCE WITH RELATED CONTRACT. <DA: N1-255-94-2> (N 17-42)
5138		**Federal Supply Schedule Contracting**	**Contact Center Records Mgr.**

5139		**Acquisition of Information Technology**	**Contact Center Records Mgr.**
5141		**Acquisition of Utility Services**	**Contact Center Records Mgr.**
5142		**Contract Administration and Audit Services**	(see below)
5142	**25**	**CONTRACTOR MONTHLY MANAGEMENT AND OPERATIONS REPORTS** Contract Technical Monitor's (CTM), Contracting Officers Technical Representative (COTR), or Contracting Officer Representative (COR) for which contract is performed.	
		A. Copies of formal written direction to the contractor which fills in detail, directs possible lines of inquiry, or otherwise more specifically defines work set forth in the contract statement-of-work.	RECORDS MAY BE RETIRED TO FRC WHEN 4 YEARS OLD. DESTROY UPON CERTIFICATION OF PAYMENT TO THE CONTRACTOR OR WHEN NO LONGER NEEDED FOR FOLLOW-ON CONTRACT PREPARATION. RETIRING ACTIVITY TO PLACE DESTRUCTION DATE ON SF 135. <DA: N1-255-94-2>
		B. Copies of contractor's management and operation reports, containing financial and production data.	DESTROY 2 YEARS AFTER EXPIRATION OF CONTRACT. <DA: N1-255-94-2>
5143		**Contract Modifications**	**Contact Center Records Mgr.**
5144		**Subcontracting Policies and Procedures**	**Contact Center Records Mgr.**

5145		**Government Property**	**Contact Center Records Mgr.**
5146		**Quality Assurance**	**Contact Center Records Mgr.**
5147		**Transportation**	**Contact Center Records Mgr.**
5148		**Value Engineering**	**Contact Center Records Mgr.**
5149		**Termination of Contracts**	(see below)
5149	**26**	**CONTRACT TERMINATION REPORT FILES**	
		Reports, correspondence, and related documentation pertaining to status of contract or grant termination.	DESTROY WHEN 3 YEARS OLD OR WITH RELATED CONTRACT FILE, WHICHEVER IS LATER. <DA: N1-255-94-2> (N 17-3)
5150		**Extraordinary Contractual Actions**	**Contact Center Records Mgr.**
5151		**Use of Government Sources by Contractors**	**Contact Center Records Mgr.**
5152		**Solicitation Provisions and Contract Clauses**	**Contact Center Records Mgr.**
5153		**Forms**	**Contact Center Records Mgr.**
5171		**Mid-Range Procurement Procedures**	**Contact Center Records Mgr.**
5172		**Acquisition of Investigations**	**Contact Center Records Mgr.**
5200		**Contractor Labor Relations**	(see below)
5200	**27**	**CONTRACTOR LABOR RELATIONS - EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS (INDUSTRY)** A. COMPLIANCE RECORDS	

		Documents relating to the compliance with nondiscrimination in employment contract clauses.	
	27	1. Compliance Review files consisting of reviews, background papers, complaints, special visits, and correspondence relating to contractor employment practices.	DESTROY WHEN 7 YEARS OLD. [GRS 1-25d(1)] (N 17-37)
		2. EEO Compliance Reports.	DESTROY WHEN 3 YEARS OLD. [GRS 1-25d(2)]
		B. CONTRACTOR EEO REPORTS	
		Contract compliance reviews of contractors and affirmative action plans of contractors and equal employment opportunity (EEO-1) reports.	DESTROY WHEN 7 YEARS OLD. [GRS 1-25d(1)] (N 17-46)
		C. EEO CLEARANCE PAPERS	
		Memoranda or other documentation from EEO clearing or approving a contractor for compliance with nondiscrimination contract clauses.	DESTROY WITH RELATED CONTRACT. <DA: N1-255-94-2>
5210		**Labor Relations Boards**	**Contact Center Records Mgr.**
5220		**Disputes, Strikes, and Work Stoppages**	**Contact Center Records Mgr.**
5300		**Reliability and Quality Assurance**	(see below)
5300	**28**	**UNSATISFACTORY CONDITION REPORTS**	
		Reports and related documents resulting from unsatisfactory performance or working conditions as related to the contract and contractor.	RETIRE TO FRC 1 YEAR AFTER END OF PROJECT. DESTROY 10 YEARS AFTER THE END OF THE PROJECT.

			<DA: N1-255-94-2> (N 20-7)
5300	**29**	**EVALUATION FILES**	
		Case files on evaluations made by the Headquarters R&QA Office.	RETIRE TO FRC 1 YEAR AFTER COMPLETION OF PROJECT. DESTROY 6 YEARS AFTER COMPLETION. <DA: N1-255-94-2> (N 20-1)
5300	**30**	**R&QA AUDITS, SURVEYS, AND REPORTS** A. Documents related to R&QA audits, special studies, status reports, etc., including related correspondence (filed by contract).	RETIRE TO FRC 2 YEARS AFTER CONTRACT FINAL PAYMENT. DESTROY 5 YEARS AFTER FINAL PAYMENT. <DA: N1-255-94-2> (N 20-11)
		B. All other or in-house SR&QA Audits, Surveys, and Report files performed.	CLOSE FILE AT END OF SURVEY/ AUDIT AT END OF FISCAL YEAR. DESTROY WHEN 9 YEARS OLD. <DA: N1-255-94-2>
		C. Quality Surveillance Records/System (QSR)	
		1. Original forms which document the quality assurance specialist's daily work effort. The form records the specialists observations of the contractor performing tasks per contractual requirements.	DESTROY ORIGINAL QSR'S WHEN 2 YEARS OLD. <DA: N1-255-94-2>
		2. Copies of items in 1. above.	DESTROY WHEN 6 MONTHS OLD. <DA: N1-255-94-2>

5300	**31**	**INSPECTION AND PROOF REPORT(S)** A. 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.	
		1. Paper. Recordkeeping copy.	DESTROY 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT. <DA: N1-255-99-2> (N 20-6)
		2. Electronic media.(magnetic tapes, OD, CD ROM.)	DESTROY/RECYCLE 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT. <DA: N1-255-99-2>
		3. Photographs.	DESTROY 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT. <DA: N1255-99-2>
		4. Electronic copies generated on office automation applications such as e-mail and word processing applications.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-99-2>

		B. Copies of contracts, purchase orders, and related papers pertaining to Government Source Inspection requirements and Procurement Surveillance findings.	DISPOSE OF IN ACCORDANCE WITH ITEM 1 OF THIS SCHEDULE. <DA: N1-255-94-2>
		C. Copies of construction contracts and purchase orders relating to non-significant files, including drawings and quality requirements/inspections. NOTE: The records identified in this item are not necessary for final payment or closure of the contract file.	DESTROY WHEN 4 YEARS OLD. <DA: N1-255-94-2>
		D. Copies of incidental documents in task files such as shop notes and inspection request, etc. relating to Inspection and Proof Reports not covered in A, B, and C above.	DESTROY OR DELETE WHEN NO LONGER NEEDED OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER. <DA: N1-255-99-2>
5310		**General Provisions**	(see below)
5310	**32**	**MANUFACTURING CONTROL FILES**	
		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. <DA: N1-255-94-2> (N 20-8)
5310	**33**	**TECHNICAL FILES**	
		Technical records/files on R&QA contracts issued by office.	RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 4 YEARS OLD. <DA: N1-255-94-2> (N 20-4)
5311		**NASA-DoD Relationships**	**Contact Center Records Mgr.**
5320		**Reliability Policies and Programs**	(see below)

5320	**34**	**PARTS PROGRAM MANAGEMENT FILES**	
		Parts program management, including Red Flag Reports, discrete and microelectronics parts, and parts data systems.	RETIRE TO FRC 1 YEAR AFTER COMPLETION OF PROJECT. DESTROY WHEN 4 YEARS OLD. <DA: N1-255-94-2> (N 20-3)
5330		**Quality Policies and Programs**	(see below)
5330	**35**	**MANUFACTURING QUALITY CONTROL FILES** Documents maintained for detection, prevention, and control of manufacturing defects.	
		A. INSPECTION AND RESOLUTION RECORDS	
		1. Documents 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. <DA: N1-255-94-2> (N 20-5)
		2. Documents related to third-party audits and certification of manufactured components.	DESTROY 3 YEARS AFTER CERTIFICATION DATE.<DA: N1-255-00-5>
		3. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records.	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. <DA: N1-255-00-5>
5340		**Contamination Control**	**Contact Center Records Mgr.**

5400		**Contractor-Held Government Property**	**Contact Center Records Mgr.**
5500		**Patent Waiver**	(see below)
5500	**36**	**WAIVERS - PATENTS**	
		Case files on petitions for waiver of patents, and all related documentation and papers.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 25 YEARS OLD. <DA: N1-255-94-2> (N 13-19)
5600		**Statement of Work**	**Contact Center Records Mgr.**
5610		**Work Breakdown Structure**	**Contact Center Records Mgr.**
5700		**Awards, Inventions, and Contributions**	**Contact Center Records Mgr.**
5800		**Grants and Cooperative Agreements**	(see below)
5800	**37**	**GRANTS PROGRAM** A. CASE FILES/PRINCIPAL INVESTIGATOR GRANT FILES NOTE: IF any LITIGATION, CLAIM, OR AUDIT IS STARTED BEFORE the expiration of the 6 year period, the records shall be RETAINED UNTIL ALL LITIGATION, CLAIMS, OR AUDIT FINDINGS involving the records have been resolved.	
	37	Proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds, and project budgets.	RETIRE TO FRC 2 YEARS AFTER COMPLETION OF GRANT. DESTROY WHEN 6 YEARS, 3 MONTHS OLD. <DA: N1-255-94-2>

		1. UNSUCCESSFUL GRANTS	
		Files consist of solicited/unsolicited bids/proposals which contains applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.	DESTROY 3 YEARS AFTER REJECTION OR WITHDRAWAL. [GRS 3-13]
		2. PEER REVIEWS	
		(a) EXTERNAL REVIEWS Investigative reports of peer reviews and evaluations, which may include but are not limited to "Dear College" letters concerning the feasibility of performing and acquiring the services of, or the performance of an unsolicited proposal from researchers and/or scientists.	
		i. Reports and proposals resulting in a project.	FILE DOCUMENTATION WITH THE RELATED GRANT OR CONTRACT FILE; DESTROY ACCORDINGLY. <DA: N1-255-94-3>
		ii. Reports and proposals not selected or rejected proposals.	RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-3>
		(b) INTERNAL REVIEWS Reports of peer reviews and evaluations including, but not limited to, proposals, slides/charts, letters, and a chairman's summary report concerning the research being preformed by a specific group/individual of researchers and/or scientists.	

		i. Accepted proposals resulting in a project.	FILE WITH RELATED CASE FILE (GRANT OR CONTRACT); DESTROY ACCORDINGLY. <DA: N1-255-94-3>
		ii. Rejected proposals.	RETIRE TO FRC WHEN 1 YEAR OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-3>
		B. GRANT CONTROL FILES	
		Indexes, registers, logs, or other records relating to control of assigning numbers or identifying projects, applications, and grants.	DESTROY OR DELETE WHEN 2 YEARS OLD, OR 2 YEARS AFTER THE DATE OF THE DATE OF THE LATEST ENTRY, WHICHEVER IS APPLICABLE. [GRS 23-8]
	37	C. GENERAL CORRESPONDENCE AND SUBJECT FILES	
		1. Correspondence and/or subject files including memoranda, studies reports, forms, and other records relating to the establishment of program, its policies and basic procedures, and the management and evaluation of grants.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR WHEN 3 YEARS OLD WHICHEVER IS SOONER. <DA: N1-255-94-2>
		2. Correspondence and/or subject files relating to routine operation and daily activities in administration of the grant program.	DESTROY WHEN 2 YEARS OLD. [GRS 3-14]
5800	**38**	**FACILITIES GRANTS** A. DRAWINGS AND SPECIFICATIONS (Routine)	

		1. Headquarters	RETIRE TO FRC 1 YEAR AFTER FINAL PAYMENT. DESTROY 10 YEARS AFTER FINAL PAYMENT. <DA: N1-255-94-2> (N 17-38)
		2. Centers and all other offices/copies.	DESTROY WHEN NO LONGER NEEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-2>
		B. PRELIMINARY/PRESENTATION DRAWINGS AND MODELS 1. Records that relate to the mission of the Agency.	
		(a) Drawings.	DESTROY WHEN NO LONGER NEEDED.<DA: N1-255-94-2>
		(b) Architectural models.	DISPOSE OF WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES. DONATION/OFFER MAY BE MADE TO THE DIRECTOR, SMITHSONIAN OR THE AIR & SPACE MUSEUMS AS APPROPRIATE. <DA: N1-255-94-2>
		2. Non-significant records for temporary structures and buildings or of buildings not critical to the mission of the Agency.	
		(a) Drawings	

		Records include drawings of the structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations. Drawings of electrical, plumbing, heating, or air conditioning systems are also included in this item.	DESTROY WHEN SUPERSEDED OR AFTER THE STRUCTURE OR OBJECT HAS BEEN RETIRED FROM SERVICE. [GRS 17-3 and GRS 17-4]
		(b) Architectural models prepared for illustrative or presentation purposes.	DESTROY WHEN THE FINAL WORKING/ AS-BUILT DRAWINGS HAVE BEEN PRODUCED. [GRS 17-5]
	38	C. CONSTRUCTION FILES OF FEDERAL STRUCTURES	
		1. Intermediate, prefinal, shop, repair and alteration, contract negotiation drawings, standard drawings, project specifications, and documents relating to their preparation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects, or drawings superseded by final working as built drawings.	DESTROY WHEN THE FINAL WORKING/ AS-BUILT DRAWINGS HAVE BEEN PRODUCED. [GRS 17-5]
		2. Space Assignment Plans consisting of outlines of floor plans indicating occupancy of a building.	DESTROY WHEN SUPERSEDED OR AFTER THE STRUCTURE OR OBJECT HAS BEEN RETIRED FROM SERVICE. [GRS 17-6]
		D. ENGINEERING DRAWINGS OF ROUTINE MINOR PARTS	

		Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file.	DESTROY WHEN SUPERSEDED OR AFTER THE STRUCTURE OR OBJECT HAS BEEN RETIRED FROM SERVICE. [GRS 17-8]
		E. DRAWINGS REFLECTING MINOR MODIFICATIONS Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file.	DESTROY WHEN SUPERSEDED OR AFTER THE STRUCTURE OR OBJECT HAS BEEN RETIRED FROM SERVICE. [GRS 17-9]
		F. PAINT PLANS AND SAMPLES	
		Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance, and plans and samples for painting appliances, elevators, and other mechanical parts of all buildings. NOTE: These records are not authorized for disposal if they are for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons. See: B.1. of this Schedule, OR contact the NASA Records Officer or local Center Records Manager.	DESTROY WHEN SUPERSEDED OR AFTER THE STRUCTURE OR OBJECT HAS BEEN RETIRED FROM SERVICE [RS 17-10]
5900		**Contractor Financial Management and Reporting**	(see below)
5900	**39**	**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 SUPERSEDED, OBSOLETE, NO LONGER NEEDED FOR REFERENCE, OR WHEN 3 YEARS OLD, WHICHEVER

			IS LATER. <DA: N1-255-94-2> (N 17-34)
		END OF SCHEDULE	

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