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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 1441.1D**

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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 4. NRRS 4

### Property and Supply Records

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 4 pertain to NASA property and supply management functions. These records are created and accumulated by organizations that have management control or formulate and prescribe property and supply policies and procedures and by activities and offices applying these procedures. This schedule describes the pertinent records categories and specifies the retention period and disposition for each.

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION &lt;Authority&gt;</u>
4000-4999		PROPERTY AND SUPPLY	(see below)

	<p><b>0.1</b></p>	<p><b>ELECTRONIC MAIL AND WORDPROCESSING SYSTEM COPIES</b></p> <p>Electronic copies of records that are created on electronic mail and wordprocessing 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.</p> <p>This disposition applies to electronic copies of all items covered under Disposition Jobs N1-255-89-4, N1-255-91-4, and N1-255-90-7 in the NASA Records Retention Schedule 4. This disposition does not apply to any item already covered by the General Records Schedules.</p>	
		<p>A. Electronic copies created on electronic mail and word processing systems that have no further administrative value after recordkeeping copy is made.</p>	<p>DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED AND DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.&lt;DA: N9-255-00-04&gt;</p>

		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>
<b>4000</b>		<b>Property and Supply (General)</b>	(see below)
4000	<b>1</b>	<b>LOST AND FOUND ACCOUNTABILITY FILES</b>	
		Reports, loss statements, receipts, and other papers relating to lost and found articles	DESTROY WHEN 1 YEAR OLD. <DA: N1-255-89-4> (N 12-23)
<b>4010</b>		<b>Government Property Responsibility</b>	<b>Contact Center Records Mgr.</b>
<b>4020</b>		<b>Property Surveys - Lost, Damaged, and Destroyed</b>	(see below)
4020	<b>2</b>	<b>REPORT OF SURVEY FILES</b>  Documents maintained for the purpose of review of circumstances concerning the loss, unserviceability, or destruction of Government property of funds, and for determination of the question of pecuniary or other responsibilities.	
		A. Files involving pecuniary liability.	RECORDS MAY BE RETIRED TO FRC 2 YEARS AFTER FINAL ACTION. DESTROY 10 YEARS AFTER DATE OF ACTION. <DA: N1-255-89-4> (N 17-26)

		B. Report of survey files and other papers used as evidence for adjustment of inventory records and not otherwise covered in this Schedule.	DESTROY 2 YEARS AFTER DATE OF SURVEY ACTION OR DATE OF POSTING MEDIUM. [GRS 3-9c]
	<b>2</b>	C. All other office/copies	DESTROY WHEN OBSOLETE OR SUPERSEDED, OR 3 YEARS OLD WHICHEVER IS SOONER. <DA: N1-255-89-4>
<b>4030</b>		<b>Workload and Planning</b>	<b>Contact Center Records Mgr.</b>
<b>4040</b>		<b>Supply Sampling</b>	<b>Contact Center Records Mgr.</b>
<b>4050</b>		<b>Sources of Supply</b>	<b>Contact Center Records Mgr.</b>
<b>4060</b>		<b>Returnable Containers</b>	<b>Contact Center Records Mgr.</b>
<b>4100</b>		<b>Inventory Management (General)</b>	(see below)
4100	<b>3</b>	<b>INVENTORY FILES</b>	
		A. <u>INVENTORY FILES/LISTS</u>	DESTROY 2 YEARS FROM DATE OF LIST. [GRS 3-9a] (N 17-24)
		B. <u>INVENTORY CARDS</u>	DESTROY 2 YEARS AFTER DISCONTINUANCE OF ITEM OR 2 YEARS AFTER STOCK BALANCE IS TRANSFERRED TO NEW CARD OR RECORDED UNDER A NEW CLASSIFICATION OR 2 YEARS AFTER EQUIPMENT IS REMOVED FROM

			AGENCY CONTROL. [GRS 3-9b]
4100	<b>4</b>	<b>CAPITALIZED EQUIPMENT REGISTER</b>	
		Register showing serial or inventory number of all capitalized equipment currently used or in storage at the Centers.	DESTROY ON DISCONTINUANCE OF INSTALLATION <DA: N1-255-89-4> (N 18-7)
<b>4110</b>		Criteria for Inventory	Contact Center Records Mgr.
<b>4120</b>		<b>Management of Stores Stock</b>	(see below)
4120	<b>5</b>	<b>STORES RECORDS</b>	
		A. <u>INVOICE FILES</u> Invoices or equivalent papers used for stores accounting purposes.	DESTROY WHEN 3 YEARS OLD. [GRS 8-2] (N 5-2)
		B. <u>ACCOUNTING WORK PAPERS</u> Work papers used in accumulating stores accounting data.	DESTROY WHEN 2 YEARS OLD. [GRS 8-4] (N 5-4)
		C. <u>ACCOUNTING FILES</u> Stores accounting returns and reports.	DESTROY WHEN 3 YEARS OLD. [GRS 8-3] (N 5-3)
<b>4130</b>		Physical Inventory	(see below)
4130	<b>6</b>	<b>MECHANIZED PROPERTY AND SUPPLY RECORDS (TRANSACTION REGISTER)</b>	
		A. 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:	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4> (N 17-45)

		Transactions establishing new items, receipts, issues of due-in+s; due-out+s; inventory adjustments.	
		B. All other offices/copies	DESTROY WHEN OBSOLETE OR SUPERSEDED OR WHEN 2 YEARS OLD WHICHEVER IS SOONER. <DA: N1-255-89-4>
<b>4200</b>		<b>Equipment Management (General)</b>	(see below)
4200	<b>7</b>	<b>SPACE AND MAINTENANCE - GENERAL</b>  A. Report(s) from Centers to Headquarters concerning maintenance, repair, and operations.	
		1. Headquarters (OPR)	DESTROY WHEN 3 YEARS OLD.<DA: N1-255-89-4> (N 18-9a2)
		2. Centers (OPR)	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-89-4> (N 18-9a1)
		B. Reports consolidated by Headquarters from reports described in Item 9a of this Schedule.	
		1. Headquarters	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4>
		2. All other offices/copies	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4>
		C. Correspondence Files	

		Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation and related papers.	DESTROY WHEN 2 YEARS OLD. [GRS 11-1]
<b>4210</b>		<b>Property Accountability and Controls</b>	(see below)
4210	<b>8</b>	PROPERTY FILES	
		A. <u>PROPERTY PASS</u>	
		Property pass files, authorizing removal of property or materials from any NASA Centers. This includes hand receipts for materials loaned or issued for use and are to be returned.	DESTROY 3 MONTHS AFTER EXPIRATION OR REVOCATION. [GRS 18-12}
	<b>8</b>	B. <u>LOAN AGREEMENT FILES</u>	
		Case files, including legal agreements, correspondence, and related papers pertaining to temporary property loans. Loan agreements are with outside organizations, i.e., other Government agencies, educational institutions, individuals, profit and nonprofit organizations, who are borrowing NASA property or who are loaning property to NASA at no cost.	RETIRE TO FRC 2 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH THE PROPERTY IS RETURNED. DESTROY 6 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH THE PROPERTY WAS RETURNED. <DA: N1-255-91-4>

	<p><b><u>C. PROPERTY SHIPPING RECORDS</u></b></p> <p>Documents reflecting the movement (shipping) of items to/from NASA Centers by a commercial shipper or contractor. Records are normally maintained in the NASA Center Shipping/Receiving organization or Property Equipment organization.</p>	
	<p>1. Office of Primary Responsibility - (JSC only)</p> <p>(a) Hardcopy</p> <p>(b) CD-Rom file, cutoff date is date CD-ROM created (1(a) above).</p>	<p>CUTOFF AT END OF CALENDAR YEAR. CONVERT TO CD-ROM 18 MONTHS AFTER CUT OFF DATE. DESTROY HARDCOPY AFTER CD-ROM CONVERSION IS VERIFIED AND WHEN HARDCOPY IS 3 YEARS OLD.                  &lt;DA: NI-255-01-3&gt;</p> <p>KEEP FOR 3 YEARS, DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER.                  &lt;DA: N1-255-01-3&gt;</p>
	<p>2. Office of Primary Responsibility - (All Centers except JSC) Hardcopy.</p> <p>Cutoff date is end of calendar year.</p>	<p>KEEP FOR 3 YEARS, DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER                  &lt;DA: N1-255-01-3&gt;</p>

		3. All other Office+s copies, cutoff date is date of document.	DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-01-3>
		4. 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: N1-255-01-3>
<b>4220</b>		<b>Use and Replacement Standards for Office Furniture/Furnishings</b>	<b>Contact Center Records Mgr.</b>
<b>4300</b>		<b>Utilization and Disposal</b>	<b>Contact Center Records Mgr.</b>
<b>4310</b>		<b>Utilization and Excess</b>	<b>Contact Center Records Mgr.</b>
<b>4320</b>		<b>Disposal of Surplus and Personal Property</b>	(see below)
<b>4320</b>	<b>9</b>	SURPLUS PROPERTY FILES	
		A. <u>DONATION FILES</u>	
		Case files on surplus property donated to Health, Education, and Welfare, including pertinent HEW forms, shipping documents and related correspondence.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4> (N 18-8)
		B. <u>CASE FILES</u>	
		Case files on sales of surplus personal property, comprising invitation, bids, acceptances, lists of materials, evidence of sales, and related correspondence.	

		1. Transactions of more than \$25,000.	DESTROY 6 YEARS AFTER FINAL PAYMENT. [GRS 4-3a]
		2. Transactions of \$25,000 or less.	DESTROY 3 YEARS AFTER FINAL PAYMENT. [GRS 4-3b]
		3. Unique files that set precedent relating to transactions over \$100,000. (Precedent setting transactions include sale or donation of goods to foreign nations and international organizations.)	*PERMANENT* RETIRE RECORDS TO FRC AFTER FINAL PAYMENT, TRANSFER TO NARA 5 YEARS AFTER FINAL PAYMENT. <DA: N1-255-89-4> (N 18-5c)
<b>4340</b>		<b>Disposal of Property at Foreign Offices</b>	<b>Contact Center Records Mgr.</b>
<b>4350</b>		<b>Exchange and Sale of Property</b>	<b>Contact Center Records Mgr.</b>
<b>4360</b>		<b>Reporting of Excess Surplus Property</b>	(see below)
4360	<b>10</b>	<b>EXCESS PROPERTY</b>	
		Copies of reports to GSA, correspondence and related papers regarding excess personal property.	DESTROY WHEN 3 YEARS OLD. [GRS 4-2]
4360	<b>11</b>	<b>PLANT CLEARANCE FILES - CONTRACTOR EXCESS PROPERTY</b>	

		These files document the reporting, processing, and disposition of Government furnished property/equipment provided to contractors that has become excess to their needs. These case files can consist of documentation on the excess personal property turned in to the Center Plant Clearance Officer by cost-type onsite contractors.	DESTROY 3 YEARS AFTER YEAR IN WHICH CASE IS CLOSED. <DA: N1-255-90-7>
<b>4370</b>		<b>Cannibalization of Equipment</b>	<b>Contact Center Records Mgr.</b>
<b>4400</b>		<b>Supply Cataloging</b>	<b>Contact Center Records Mgr.</b>
<b>4410</b>		<b>Maintenance of Federal Cataloging</b>	<b>Contact Center Records Mgr.</b>
<b>4420</b>		<b>Provisioning Screening Procedures</b>	<b>Contact Center Records Mgr.</b>
<b>4430</b>		<b>Local Stock Lists</b>	<b>Contact Center Records Mgr.</b>
<b>4500</b>		<b>Storage Distribution</b>	(see below)
4500	<b>12</b>	<b>CONTROLLED MATERIAL FILES A.</b> Reports on allotments, unused balances, and related matters.	
	<b>12</b>	1. Office of primary responsibility.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-89-4> (N 17-15)
		2. All other offices/copies.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-89-4>

		B. Documents, ledgers, and similar documents used to control and account for controlled materials.	
		1. Office of primary responsibility	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-89-4> (N 17-17)
		2. All other offices/copies	DESTROY WHEN 2 YEARS OLD. <DA; N1-255-89 4>
		C. Allotment case files used to control and account for controlled materials.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-89-4> (N 17-10)
4500	<b>13</b>	<b>ALLOCATION FILES</b>	
		Documents reflecting the distribution of controlled materials from DOD to NASA Headquarters, and further allocations within NASA to allocating agencies. Included are documents indicating material requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, and similar data.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-89-4> (N 17-13)
4500	<b>14</b>	<b>PRIORITY RATING CASE FILES</b>	
		Documents used in establishing the priority use of controlled materials by contractors.	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-89-4> (N 17-14)
4500	<b>15</b>	<b>DEFENSE MATERIAL SYSTEM INSTRUCTION FILES</b>	

		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 WHEN 2 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER APPLIES. <DA; N1-255-89-4> (N 17-12)
<b>4510</b>		<b>Storage Standards Criteria</b>	<b>Contact Center Records Mgr.</b>
<b>4520</b>		<b>Receiving and Inspection Processes</b>	<b>Contact Center Records Mgr.</b>
<b>4530</b>		<b>Distribution Processes</b>	<b>Contact Center Records Mgr.</b>
<b>4600</b>		<b>Expanded Supply Control</b>	<b>Contact Center Records Mgr.</b>
<b>4610</b>		<b>On-Site Working Stores</b>	<b>Contact Center Records Mgr.</b>
		<b>END OF SCHEDULE</b>	

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