



NRRM 1441.1 NASA Records Retention Manual

Updated: August 21, 2026

Schedules Approved by the Archivist of the United States

PREFACE

P.1 The NASA Records Retention Manual (NRRM) includes the National Archives approved retention schedules that set the retention periods of Federal records created, received and/or maintained by National Aeronautics and Space Administration (NASA) employees and contractors.

P.2 This document is called forth in NPR 1441.1, NASA Records Management Program Requirements, for mandatory use in the maintenance and disposition of NASA records, in compliance with 36 CFR Chapter 1220.34.

P.3 The process for creating new retention schedules and making changes to the NRRS is provided in NPR 1441.1.

Introduction

I.1 NASA RECORDS RETENTION MANUAL ORGANIZATION AND FORMAT

- a. The [NASA Records Retention Schedules \(NRRS\)](#) are divided into the following [17 main subject categories](#) and further broken down into secondary functional headings.
- b. Schedule 1.1 “General Administration” will be used by nearly all offices. The remaining schedules will be used according to office function/operation.
- c. The schedules are arranged into nine columns:

MAJOR SUBJECT HEADING indicates the primary functional section the schedule is organized in.

SECONDARY SUBJECT HEADING indicates the sub-functional section the schedule is organized in.

ITEM includes the citation number given to the schedule item. These numbers are a key identifier for records and are used when completing organizational records inventories or file plans, sending records to storage, or adding metadata to electronic records. These are NASA’s own unique citations to identify schedules, not the National Archive’s authority citations.

TITLE indicates the name of the records series in the description column.

DESCRIPTION provides descriptions of each category and series of records. The Office of Primary Responsibility (OPR) is also indicated along with specific center instructions, if necessary.

RETENTION indicates the required period of time the records are required to be maintained by NASA whether onsite or in inactive storage. “<Authority>” provides the NARA Job Number that approved the disposition and retention for the Records Series described. Some records series map to a NARA General Records Schedule (GRS). In those cases, the GRS citation is included in this column. It should be noted that neither the NARA Job Number nor the GRS citation are included as part of the NRRS schedule/item citation.

NOTES AND EXCLUSIONS includes any explanatory notes to help further interpret the schedules or note any restrictions on applicability.

CONTENT TYPES/DESCRIPTION CONTINUED is a field where different record series can be “tagged” with information about records most commonly associated with that retention schedule item in order to facilitate better natural language keyword searches. This can include form numbers, database

names, or “commonly used” titles. Inclusion of content type keywords must be approved by Records Management staff for inclusion. This field also includes additional information from the “Description” column if the length of the description could not fit within the allowable character count of that field.

LEGACY NRRS CITATION refers to the former citation for the schedule item before the manual was reorganized. This is included for cross-referencing purposes.

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Schedule Number	Major Subject Heading	Secondary Subject Heading	Functions Included
<u>01.0</u>	General Administration		
01.1		General Administration	Routine Administrative Records Common to Most Offices (staff meeting minutes and agendas, weekly reports, correspondence), Transitory Files, Intermediary Files
<u>02.0</u>	Executive Management		
02.1		Agency Management	Administrator, Directors, Capstone email, Agency Organization, High Level Boards and Committees
02.2		Agency Reporting	OMB and other entity required reporting, Federal Register, Unified Agenda
02.3		Directives	Agency and Center Directives
02.4		Federal Advisory Committees	Federal Advisory Committees
02.5		Legislative and Intergovernmental Affairs	Congressional Relations, International Activities
<u>03.0</u>	Human Capital		
03.1		Employee Acquisition	Position Descriptions, Classification, Recruitment, Vacancy Case Files, Interviewing, Special employment, I-9 forms
03.2		Employee Management	HR Administration, OPFs, SF-50s, Supervisor's Personnel Files, Performance, Awards, Training
03.3		Employee Compensation and Benefits	Time and attendance, Leave, Incentive packages, Subsidies, FMLA, Injury compensation
03.4		Employee Relations	Grievances, Drug testing, Arbitration, Labor Relations
03.5		Employee Separation	Retirement, Resignation, Special Separation Initiatives
03.6		Equal Opportunity	EEO Administration, Alternative Dispute Resolution, Discrimination Complaints, Reasonable Accommodation, Anti-Harassment
<u>04.0</u>	Business Management		
04.1		Business Operations and Travel	Travel Vouchers, Signature Authorities, Credit Cards, Passports
04.2		Budgeting	Budget Requests, Budget Formulation, Budget Execution, Budget Reporting
04.3		Financial Management	Financial Transactions, Financial Auditing, Capital Assets, Payroll, Ledgers, Financial Reporting
04.4		Procurement	Contracts, Purchasing, Vendor and Bidder Information, Small and Disadvantaged Business
04.5		Grants and Cooperative Agreements	Grants, Cooperative Agreements

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Schedule Number	Major Subject Heading	Secondary Subject Heading	Functions Included
04.6		Exchange Council	Exchange Meetings, Exchange Stores, Exchange Personnel, Exchange Scholarships
<u>05.0</u>	Facilities and Real Estate		
05.1		Real Property	Construction, Master Planning, Real Property Reporting, Easements, Leases, Titles
05.2		Facilities Operations	Maintenance, Utilities, Lifting Equipment, Ground-based Pressure Systems
<u>06.0</u>	Logistics		
06.1		Personal Property	Property Administration, Property Inventories, Excess Property, Property Passes
06.2		Transportation, Freight, and Fleet	Mail, Shipping and Receiving, Vehicle Maintenance, Vehicle Incidents, Aircraft Flight Operations and Logistics, Aircraft Maintenance
<u>07.0</u>	Environmental		
07.1		General Environmental	Environmental Monitoring, Environmental Reporting, Material Safety Data Sheets, Chemical Inventory, Hazardous Materials, Waste Manifests, Environmental agreements with other government entities, Environmental Management System
07.2		Environmental Projects and Incidents	Environmental Remediation Projects, Environmental Incidents
<u>08.0</u>	Protective Services		
08.1		Protective Services Operations	Security and Protectives Services Administration, Security Incidents, Protective Services Equipment, Insider Threat, Continuity of Operations, K-9
08.2		Physical Security and Access	Badging, Credentials, Keys, Visitors, Secure Areas
08.3		Information Security	National Security Information, Classified Records Access and Control, Declassification, Personnel Security Clearances, Information Security Violations
<u>09.0</u>	Information Management		
09.1		Information Technology Management	IT Administrative Records, IT Infrastructure Projects, Records of the CIO, System Development Records, IT Ops and Maintenance, IT Assets and Configuration, IT Oversight and Compliance, Telecommunications, In-plant Print, IT Help Desk
09.2		Cybersecurity	Security Incidents, System Access, Full Packet Capture, PKI, Cybersecurity Event Logs, System Backups, IT Security Planning
09.3		Information Governance	Records Management, Forms, Data Management
09.4		Information Disclosure	CUI, FOIA, Privacy, Export Control, STI
<u>10.0</u>	Legal		

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Schedule Number	Major Subject Heading	Secondary Subject Heading	Functions Included
10.1		General Counsel	Legal Opinions, Litigation, Claims,
10.2		Intellectual Property	Patents
10.3		Ethics	Ethics Program Management, Ethics Training, Financial Disclosures, Conflict of Interest, Outside Employment
11.0	Partnerships		
11.1		Agreements	Partnership Agreements, Intra-Agency and Intra-Center Agreements,
11.2		Technology Transfer	Inventions and Contributions Board, SBIR/STTR Program, New Technology Reporting, Software Usage, Licensing
12.0	Outreach		
12.1		Communications and Public Affairs	OCOMM Routine Operations, Media Relations, Publications, Public Communications
12.2		Visual Information	Imagery, Exhibits, Posters
12.3		Education	STEM Engagement Curriculum, Educational Programs
12.4		Archives, History, and Library	Agency History Program, Agency Archives, Oral History, Library Administration
13.0	Health and Medical		
13.1		Employee Health	Health Clinics, Employee Medical Folders, Employee Assistance Program, Occupational Health, Health and Wellness Programs, Provider Credentialing, Vaccine attestations
13.2		Industrial Hygiene	Employee Hazard Exposure Surveys, Radiation Safety
13.3		Veterinary Medicine	
14.0	Safety		
14.1		Safety	Mishap Investigations, Safety Reporting, Safety Concerns, OSHA Citations, Safety Inspections
15.0	Quality Assurance		
15.1		Quality Assurance	Quality Systems Audits and Corrective Actions, Calibration and Metrology, Quality Surveillance, Manufacturing
16.0	Mission Programs and Projects		
16.1		Flight Crews	Astronaut Selection, Astronaut Training, Crew Medical Records, Crew Qualification
16.2		Records of Mission Directorate Programs and Projects	Programs and Projects of Mission Directorates - Exploration, Aeronautics, Science, etc.

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Schedule Number	Major Subject Heading	Secondary Subject Heading	Functions Included
<u>17.0</u>	Inspector General		
17.1		Inspector General	IG Investigations, IG Audits, IG Inspections

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
General Administration	General Administration	01.1-010	Routine Administrative Records	Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include: • staff locators, unofficial organizational charts, and office seating charts (see Exclusion) • office-level administrative policies and procedures and files related to their development (see Note) • calendars or schedules of daily activities of non-high-level officials • informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training • internal office activity and workload reports • studies and analyses of office administrative functions and activities • non-mission related management reviews and surveys • minutes of meetings related to administrative activities	Temporary. Destroy when business use ceases. [GRS 5.1-010] DAA-GRS-2016-0016-0001	Exclusion: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. These records are covered by NRRS 02.1-030. Note: This item covers administrative policies and procedures at the office/unit level. NRRS 02.3-00A covers agency-level administrative issuances or directives.		01/078.0.F.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
General Administration	General Administration	01.1-020	Functional Administrative Records	Administrative records generated in performance of the function for which the office exists. These records may include all types and methods of correspondence and communications (e.g., letters, memos), meeting agendas and minutes, management reviews and surveys, reports, copies of internal activity documentation such as work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels.	Temporary. Cutoff at end of fiscal or calendar year. Destroy/delete 5 years after cutoff. [DA: N1-255-11-2]	Note: This schedule item concerns general records only, not those belonging in case files documenting specific projects, incidents or cases, transactions, etc. and that are covered by other schedules.		01/078.0.F.02
General Administration	General Administration	01.1-030	Transitory Records	Records that meet the following conditions: • They are required for only a short time (generally less than 180 days) and • They are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. For specific examples, see content types field.	Temporary. Destroy when no longer needed for business use. [GRS 5.2-010] DAA-GRS-2022-0009-0001	Exclusion: This item does not include the following data output files, which must be scheduled on an agency-specific schedule: • files created specifically for public access purposes • summarized information from unscheduled electronic records or inaccessible permanent records • data extracts produced by a process that significantly changes the content of the file from the source	• messages coordinating schedules, appointments, and events • messages received from agency distribution lists or listservs • received copies of circulated internal information such as agency instructions, notifications, circulars, newsletters, and email blasts to employees • transmittal documents such as e-mail, letters, cover memos, and facsimile cover sheets that do not provide evidence of approval, concurrence, or decision making, or include substantive comments • “to-do” or task lists and assignments.	01/078.0.G.02

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						records' content, effectively creating a new data file		

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General Administration	General Administration	01.1-040	Intermediary Records	Records that meet the following conditions: • They exist for the sole purpose of creating a subsequent record and • They are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. This includes certain analog and electronic source records for electronic systems that are not otherwise excluded. For specific examples, see the content types field.	Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. [GRS 5.2-020] DAA-GRS-2022-0009-0002	Exclusion: Source records that have been digitized. Schedule 09.3-040, covers these records. Note: The GRS provides disposition authority for copies of electronic records from one system that are used as source records to another system, for example an extracted data set. The GRS does not apply to either the originating system or the final system in which the final records reside. These systems must be disposed of per an agency-specific schedule, or if appropriate, another GRS. It is possible that sometimes information is moved from one system to another without the creation of an intermediary copy. Note: An agency must submit a notification to NARA per 36 CFR	• ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report • audio and video recordings of meetings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created) • data files output from electronic systems, created for the purpose of information sharing or reference (see Exclusions) • dictation recordings • input or source records of electronic input source records such as transaction files or intermediate input/output files • input or source records of hardcopy input source documents where all information on the document is incorporated in an electronic system (See Exclusions and Notes) • input or source records, which agencies create in the routine process of creating, maintaining, updating, or using electronic information systems and which have no value beyond the input	01/078.0.G.06

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						1225.24(a)(1) prior to destroying hardcopy input records previously scheduled as permanent. An agency must schedule the electronic version of unscheduled hardcopy input records prior to destroying the input record.	or output transaction • non-substantive working files: collected and created materials not coordinated or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making., non-substantive working papers do not result directly in a final product or an approved finished report., non-substantive working papers includes rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference, or consultation, and associated transmittals, notes, reference, and background materials.	

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General Administration	General Administration	01.1-050	E-Mail of Non-Capstone Officials	Email of all other officials, staff, and contractors not identified as Capstone officials in NRRS 02.1-020. This item applies to the majority of NASA email accounts/users. Applies to records created or received in an electronic format only.	Temporary. Delete when 7 years old. [GRS 6.1-011] DAA-GRS-2014-0001-0002	Note : Email that conducts official Agency business sent from or received by personal or non-official email accounts constitutes federal records. The employee must forward a complete copy of such records to his/her official NASA electronic messaging account no later than 20 days after the original creation or transmission of the record.		01/078.0.H
General Administration	General Administration	01.1-060	Internal Agency Committees Unrelated to Mission	Internal Agency Committees Unrelated to an Agency's Mission Committees established by an agency for facilitative or operational purposes unrelated to the agency's mission and tasked with organizing events, selecting of interior furnishings, overseeing volunteer activities or employee recreational activities. Records include: Meeting minutes, summaries, agendas, and transcripts; reports and studies; membership records; correspondence, mailing, and distribution records.	Temporary. Destroy when business use ceases. [GRS 5.1-030] DAA-GRS-2016-0016-0003	Exclusions: - Records of the Inventions and Contributions Board, See Schedule 11.2-010 & 020 - Records of Federal Advisory Committee Act Committees, See Schedule 02.4 - Records of Boards related to Programs and Project milestone reviews, See Schedule 16.2		01/014.0.B.02

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General Administration	General Administration	01.1-061	Individual Committee Member Records	Records maintained by individual members of committees, boards, councils, etc.	Temporary. Destroy upon termination of membership, or when no longer needed, whichever is sooner. [DA: N1-255-94-1] [DA: N1-255-09-1]	Exclusions: • Records of the Inventions and Contributions Board, See NRRS item 11.2-010 & 020 • Records of Federal Advisory Committee Act Committees, See Schedule 02.4 • Records of Boards related to Programs and Project milestone reviews, See Schedule 16.2		01/014.0.C
General Administration	General Administration	01.1-070	Employee Suggestions	Records of suggestions by employees or visitors, regardless of format, for improvement of workplace or work operations. Records include the suggestion and the related documentation for suggestions administered through an established action process of review and approval/disapproval by individual or committee or through a less formal process of suggestions/questions addressed in real-time within a system or by an individual.	Temporary. Destroy or delete when 2 years old. [DA: N1-255-09-2]			03/040.5

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General Administration	General Administration	01.1-080	Unscheduled Records	Records not covered elsewhere in the NASA Records Retention Schedules or National Archives General Records Schedules.	For records that are not adequately covered by an approved schedule, handle as a permanent record. Contact the Agency Records Officer to initiate the scheduling process.		Unscheduled Records	01/136.0
Executive Management	Agency Management	02.1-010	Records of Management - Capstone Officials	Administrator, Center Directors, their deputies and associates who help execute the functions of the Administrator and Center Directors; and heads of Agency or Center Mission Directorates or other direct mission support offices. Includes: Records created and received in any and all media that substantially document the development and management of NASA policy, operations, and programs. Often arranged as general subject files, they typically include briefings; reports; presentations; studies; substantive correspondence, and informal notes; and other records that respond to and decide matters affecting the office's operation and guidance. Also included are calendars, appointment books, schedules, logs, diaries, and journals that	Permanent. Cutoff at end of fiscal or calendar year. Transfer to the National Archives in 5 year blocks when 10 years old. [DA: N1-255-94-1]	Note: Records described by item 02.1-010 that are specific to individual mission programs or projects are covered by NRRS Schedule 16.2. Note: Other general records—transitory files, suspense files, etc.—are covered by NRRS Schedule 01.1.		01/022.0.A.01 NRCS: N 1-1

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				document appointments, telephone calls, conferences, meetings, trips, and other activities and communications while serving in an official capacity. These records document substantive work carried on by the office.				
Executive Management	Agency Management	02.1-011	Records of Management - Non-Capstone Official Level Managers	Heads of all other offices (functional offices concerned with Agency or Center infrastructure and administration) such as CIO, CFO, Human Capital, Facility Operations organizations, etc. Includes: Records created and received in any and all media that substantially document the development and management of NASA policy, operations, and programs. Often arranged as general subject files, they typically include briefings; reports; presentations; studies; substantive correspondence, and informal notes; and other records that respond to and decide matters affecting the office’s operation and guidance. Also included are calendars, appointment books, schedules, logs, diaries, and journals that	Temporary. Cutoff at end of fiscal or calendar year. Destroy or delete between 5 and 15 years after cutoff. [DA: N1-255-06-1]	Note: Records described by items 02.1-011 that are specific to individual programs or projects are covered by NRRS Schedule 16.2. Exclusion: Other general records—transitory files, suspense files, etc.—are covered by NRRS Schedule 01.1.		01/022.0.A.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				document appointments, telephone calls, conferences, meetings, trips, and other activities and communications while serving in an official capacity. These records document substantive work carried on by the office. [Program and Project Managers see Note]				
Executive Management	Agency Management	02.1-020	Email of Capstone Officials	Email of Capstone Officials, whether sent/received through their user name or nickname email addresses (e.g. fname.lname@nasa.gov), functional position email account (e.g. agency-administrator@mail.nasa.gov), or other agency-administered email account including an account managed by staff on behalf of the official (based on an individual's name, title, a group, or a specific program function), Capstone officials are those whose positions are approved as such by NARA and include: • management positions described in 02.1-010 above • principal operating management positions (e.g. Chief Information Officer, Chief Financial Officer)	Permanent. Cutoff and transfer in accordance with agency's approved NA-1005 form. Transfer to NARA 15-30 years after cutoff, or after declassification review (when applicable), whichever is later. [GRS 6.1-010] DAA-GRS-2022-0006-0001	Note: Email that conducts official Agency business sent from or received by personal or non-official email accounts constitutes federal records. The employee must forward a complete copy of such records to his/her official NASA electronic messaging account no later than 20 days after the original creation or transmission of the record.		01/022.0.B

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				• positions of those routinely providing advice and oversight to the agency • roles and positions not represented above that are filled by Presidential Appointment with Senate Confirmation (PAS positions) • those serving longer than 60 days in an acting capacity for any of the above positions				
Executive Management	Agency Management	02.1-030	Agency Organizational Records	Includes: • Organizational charts held at the office of record - detailed description of the arrangement and administrative structure of the functional units of an agency. • Reorganization studies conducted to design an efficient organizational framework most suited to carrying out the agency's programs and include materials such as final recommendations, proposals, and staff evaluations.	Permanent. Transfer to the National Archives in 5 year blocks when 20 years old. [DA: N1-255-94-1]	Exclusion: This item does not apply to reference/convenience copies of organizational charts, functional statements, and related records that document the organization, staffing, and procedures held outside of the office of primary responsibility. These records are covered by NRRS 01.1-010.		01/012.0.A NRCS: N 1-3

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Executive Management	Agency Management	02.1-040	Records of and Related to Interagency, Advisory, or International Bodies	This schedule covers records created and maintained by temporary commissions, board, councils and committees (including continuing entities governed by renewable charters such as agency advisory committees). In the case of interagency bodies, this schedule covers the records maintained by the designated secretariat as well as records accumulated by other commission members. Records include those related to establishment, organization, membership, and governing policies, as well as records created by the body (e.g. agendas, minutes, final reports and related records documenting the accomplishments of the official boards and committees).	Permanent. Transfer to the National Archives when 20 years old. [DA: N1-255-94-1, 14]	Exclusions: • Records of the Inventions and Contributions Board, See NRRS item 11.2-010 & 020 • Records of Federal Advisory Committee Act Committees, see NRRS Schedule 02.4 • Records of Boards related to Programs and Projects, See NRRS Schedule 16.2 • Records of Interagency Security Committees, See NRRS Item 08.1-080		01/014.0.A NRCS: N 1-6, N 1-7, N 24-12, N 24-13
Executive Management	Agency Management	02.1-050	Internal Agency Committees Related to Mission	Committees established by agency authority (not established by Public Law or executive Order) for facilitative or operational purposes, related to the agency's mission, composed wholly of fulltime officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with reviewing policy,	Permanent. Transfer to the National Archives when 20 years old. [DA: N1-255-94-1]	Exclusions: • Records of the Inventions and Contributions Board, See NRRS item 11.2-010 & 020 • Records of Federal Advisory Committee Act Committees, See NRRS Schedule 02.4 • Records of Boards		01/014.0.B.01

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				studying reorganizations, recommending new actions or developing multi-year plans. Records include those related to the formation, membership, and charters of, and files created and/or maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of the official boards and committees.		related to Programs and Project milestone reviews, See Schedule 16.2		
Executive Management	Agency Reporting	02.2-010	Administrative internal control management records	Records related to internal evaluations of accounting and administrative controls, mandated or governed by: OMB Circulars A-123, A-130, and A-76; Government Accountability Office’s (GAO) Standards for Internal Control in the Federal Government (the “Green Book”); and similar requirements or directives. Includes: • copies of internal and external directives outlining management control policy • management control plans and records of the planning process • comprehensive plans documenting agency efforts to comply with OMB Circular A-123 and similar requirements • reports and supporting	Temporary. Destroy 1 year after submission or when superseded, as appropriate. [GRS 5.7-010] DAA-GRS-2020-0001-001			01/079.0.A

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				materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions • feeder reports and compliance statements from agency components contributing to consolidated reports the agency submits to the President/OMB or Congress • records tracking assignments, tasks, and responsibilities • related correspondence				
Executive Management	Agency Reporting	02.2-020	Administrative Management Report Requirements Records	Processing and submission files on mandatory management reports an agency creates or proposes. Includes: • copies of authorizing directives • preparation instructions • descriptions of required or standardized formats • clearance forms • documents on evaluating, continuing, revising, and discontinuing reporting requirements. This item applies only to management reports related to administrative activities.	Temporary. Destroy 2 years after the report is discontinued. [GRS 5.7-040] DAA-GRS-2020-0001-0002 (N 1-30)			01/073.0.A

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Executive Management	Agency Reporting	02.2-030	Mandatory reports to external federal entities regarding administrative activities	Agency-level reports that external federal oversight entities such as the White House, Congress, OMB, the Office of Personnel Management (OPM), and General Services Administration (GSA), require under authorities such as (but not limited to) OMB Circular A-123, the Federal Managers Financial Integrity Act (FMFIA), the Chief Financial Officers Act (CFOA), the Paperwork Reduction Act (PRA), Joint Committee on Printing requirements, and the FAIR Act. Examples include: • Agency Financial Report (AFR) • Statement of Assurance (per FMFIA), or equivalent • information collection clearances • report on financial management systems' compliance with requirements (per FMFIA), or equivalent • report on internal controls for corporations covered by the Government Corporation Control Act (per CFOA) • service organization auditor report, or equivalent • improper payments report • premium class travel report • report on property provided to	Temporary. Destroy 6 years after report submission or oversight entity notice of approval, as appropriate. [GRS 5.7-050] DAA-GRS-2020-0001-0003			01/073.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				non-federal recipients, schools, and nonprofit educational institutions • feeder reports to the Status of Telework in the Federal Government Report to Congress • feeder reports to GSA fleet reports Includes ancillary records such as: • background and research records • submission packets and compilations • related files				
Executive Management	Agency Reporting	02.2-040	Federal Register Notices Other Than Proposed and Final Rules	Records of notices announcing public stakeholder meetings, hearing, investigations, petition filing, application filing, license issuance, license revocation, grant application deadlines, environmental impact statement availability, delegations of authority, hour of public opening, use of an agency’s seal, guidance, System of Records Notices (SORNs), Paperwork Reduction Act Information Collection Requests (PRA ICRs), and other matters not codified in the Code of Federal Regulations.	Temporary. Destroy when 1 year old. [GRS 5.7-070] DAA-GRS-2017-0012-0004	Note: SORNs per se are covered by NRRS item 09.4-070 Note: PRA Information Collection reports are covered by NRRS Item 02.2-030 Note: Notices of meetings of committees established under the Federal Advisory Committee Act (FACA) are covered by NRRS Schedule 02.4.		01/072.5.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Executive Management	Agency Reporting	02.2-050	Agency Input Into the Unified Agenda	Records that process agency input into the publication of: • The Unified Agenda of Federal Regulatory and Deregulatory Actions (also known as the “unified agenda” or “semiannual regulatory agenda”) published by General Services Administration (GSA) with input from the Office of Management and Budget (OMB) • Agency regulatory flexibility agendas • The Regulatory Plan	Temporary. Destroy when 2 years old. [GRS 5.7-080] DAA-GRS-2017-0012-0005			01/072.5.B
Executive Management	Agency Reporting	02.2-060	Government Accountability Office (GAO) Audits - Office of Primary Responsibility	Case files on GAO audits of NASA activities. Includes GAO audit reports, correspondence, certificates of clearance, notice of completion, and all related papers. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up. Headquarters liaison office for GAO audits.	Temporary. Destroy 8 years after date of audit report. [DA: N1-255-00-3] [DA: N1-255-09-1]			09/028.0.A.01 NRCS: N 6-1
Executive Management	Agency Reporting	02.2-061	Government Accountability Office (GAO) Audits - Audited Organization	Case files on GAO audits of NASA activities. Includes GAO audit reports, correspondence, certificates of clearance, notice of completion, and all related	Temporary. Keep for 3 years. Destroy after 8 years or when no longer needed.			09/028.0.A.02

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				papers. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up. Organization audited or organization controlling audited NASA Contracts. (Record cutoff date is date of audit report.)	[DA: N1-255-00-3] [DA: N1-255-09-1]			
Executive Management	Agency Reporting	02.2-062	Government Accountability Office (GAO) Audits - Contract Audits	Case files on GAO audits of NASA contractors. Cognizant procurement office	Temporary. Destroy with related contract file. [DA: N1-255-00-3] [DA: N1-255-09-1]			09/028.0.B.01 NRCS: N 6-3
Executive Management	Agency Reporting	02.2-063	Government Accountability Office (GAO) Audits - Contract Audits - All Other Copies	Case files on GAO audits of NASA contractors. All other offices/copies	Temporary. Destroy 3 years after audit. [DA: N1-255-00-3] [DA: N1-255-09-1]			09/028.0.B.02
Executive Management	Directives	02.3-00A	Agency Level Directives	Issuances related to agency program functions. Management issuance office responsible for maintaining all records and background material pertaining to each published instruction, handbook, policy directive, etc. Included in this series is the case files related to the issuance which document aspects of the development of the issuance, including significant backup,	Permanent. When obsolete or superseded, transfer to the National Archives in 5 year blocks when 20 years old. [DA: N1-255-94-1]	Note: New schedule pending approval with NARA		01/072.0.A NRCS: N 1-2

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				comments; original signature pages; etc. Formal directives distributed as policy directives/statements/instructions, procedural requirements and manuals announcing major changes in the Agency’s policies and procedures. Normally these are issued by authority of the head of the agency.				
Executive Management	Directives	02.3-00B	Center Level Directives - Mission Related	Formal directives distributed as policy directives/statements/instructions, procedural requirements and manuals announcing major changes in the Agency’s policies and procedures.	Permanent. After cancellation or when superseded, transfer to the National Archives in 5 year blocks when 20 years old. [DA: N1-255-94-1]	Note: New schedule pending approval with NARA		01/072.0.B.01
Executive Management	Directives	02.3-00C	Center Level Directives - Routine	Policy documents on administrative functions such as payroll, procurement, facilities, equipment, and human capital. Includes records documenting development.	Temporary. Destroy when superseded or obsolete, or no longer needed for business, whichever is later. [GRS 5.7-030] DAA-GRS-2017-0008-0003	Exclusion: Documents related to mission activities.		01/072.0.B.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Executive Management	Federal Advisory Committees	02.4-010	Federal Advisory Committee Records - Substantive Committee Records	Records documenting the establishment and formation of FACA committees and their significant actions and decision Not all records described below are necessarily created for all committees. Records may include: • Records related to the establishment of the committee • Records related to committee membership • Records of committee meetings and hearings • Records related to committee findings and recommendations • Records created by committee members, such as correspondence documenting discussions, decision, or actions related to the work of the committee (excluding administrative or logistical matters), including electronic mail, exchanged between one or more committee members and/or agency committee staff • Records related to research collected or created by the committee • Documentation of advisory committee subcommittees (i.e., working groups, or other	Permanent. Transfer to the National Archives when records are 15 years old or upon termination of the committee, whichever is sooner. [GRS 6.2-010] DAA-GRS-2015-0001-0001	Note: Sponsoring agencies need to designate the recordkeeping copy of permanent committee records. Only one copy of the records should be the official recordkeeping copy that is transferred to the National Archives. Committee records should be arranged by committee, not by the type of records (e.g. the National Archives should not receive a collection of charters for multiple committees; original charters should be transferred with the other permanent records related to the committee, regardless of where they are maintained). If a committee is a Presidential advisory committee, check with the agency's General Counsel before applying this schedule.	For full text of this schedule item, see the National Archives GRS 6.2-010.	01/020.0.A

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				subgroups): * records relating to the formation of the subcommittee or working group, if they exist * records that document the activities of subcommittees that support their reports and recommendations to the chartered or parent committee. • Records related to committee termination (i.e., email, letter, memo, etc.). • Other records documenting decisions, discussions, or actions related to the work of a committee, including information on committee websites not captured elsewhere in committee records.		If records are determined to fall under the Presidential Records Act, this schedule does not apply.		
Executive Management	Federal Advisory Committees	02.4-020	Federal Advisory Committee Records - Substantive Audiovisual Records	Records include: • audiotapes, videotapes, and/or other recordings of meetings and hearings not fully transcribed • captioned formal and informal analog or digital photographs, and any related finding aids, of committee members and staff, meetings, or hearings • posters (2 copies) produced by or for the committee	Permanent. Transfer to the National Archives when records are 3 years old or upon termination of committee, whichever is sooner. [GRS 6.2-020] DAA-GRS-2015-0001-0002	If a committee is a Presidential advisory committee, check with the agency’s General Counsel before applying this schedule. If records are determined to fall under the Presidential Records Act, this		01/020.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
						schedule does not apply.		
Executive Management	Federal Advisory Committees	02.4-030	Federal Advisory Committee Accountability Records	Records that document financial and ethics accountability, such as records documenting financial expenditures associated with the functioning of the committee and financial disclosure and conflict of interest documents. Records include: • travel costs • committee member payments • meeting room costs • contractor costs • Federal Register notice costs	Temporary. Destroy when 6 years old. [GRS 6.2-040] DAA-GRS-2015-0001-0004	Note: Forms filed under the Ethics in Government Act are scheduled in NRRS Schedule 10.3, Ethics. These forms may apply to committee members designated as special Government employees (SGEs). If a committee is a Presidential advisory committee, check with the agency's General Counsel before applying this schedule. If records are determined to fall under the Presidential Records Act, this schedule does not apply.		01/020.0.D

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Executive Management	Federal Advisory Committees	02.4-040	Federal Advisory Committee Non-Substantive Committee Records	Records related to specific committees that are of an administrative nature or are duplicative of information maintained elsewhere. Records include: • drafts and copies of Federal Register notices • audiotapes and videotapes of committee meetings and hearings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created) • photographs of committee social functions, routine award events, and other non-mission-related activities • records relating to logistical or administrative aspects of committee meetings and activities such as meeting location and access, phone line or internet connections, IT support concerns, etc. • routine correspondence: - o correspondence (including intra-agency, with committee members, or the public) regarding logistics (e.g., agenda planning, meeting arrangements, administrative issues)	Temporary. Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner. [GRS 6.2-050] DAA-GRS-2015-0001-0005	Note: Consult with the appropriate agency staff (i.e., records officials, general counsel) to ensure the records designated in this category are accurately designated as administrative. If a committee is a Presidential advisory committee, check with the agency’s General Counsel before applying this schedule. If records are determined to fall under the Presidential Records Act, this schedule does not apply.		01/020.0.E

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				- o public requests for information • Non-substantive committee membership records, including: - o Resumes, curriculum vitae, or biographical information for individuals who are considered or nominated for a committee but are never appointed or invited to serve on a committee - o Member credentials (resumes or biographies) - o Member files (personnel-type records) • Non-substantive web content				
Executive Management	Federal Advisory Committees	02.4-050	Federal Advisory Committee Management Records	Records created and/or maintained by Committee Management Officers (CMOs) and their staff related to the overall management of committees for an agency. These records may pertain to specific committees or to the committee management function in general. Records include: • agency guidelines • correspondence • requests for approval of committee nominees • copies of records about committees maintained for reporting purposes, such as: - o information provided to GSA Secretariat for annual	Temporary. Destroy when 3 years old, 3 years after submission of report, or 3 years after superseded or obsolete, as appropriate. [GRS 6.2-060] DAA-GRS-2015-0001-0006	Note: This item does not apply to the reporting database or records maintained by the General Services Administration (GSA) Committee Management Secretariat for oversight purposes. If a committee is a Presidential advisory committee, check with the agency’s General Counsel before applying this schedule. If records are determined to fall		01/020.0.F

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				comprehensive reviews o statistical data files and reports o annual reports to the Library of Congress describing the agency's compliance with the Government in the Sunshine Act o financial operating plans and final cost accountings		under the Presidential Records Act, this schedule does not apply.		
Executive Management	Legislative and Intergovernmental Affairs	02.5-00A	Congressional Committee Records	Files pertaining to correspondence to and from Congressional Committees. This includes letters, hearings (including questions and material for the record), testimony, edited transcripts. Cutoff date is end of Congressional session.	Permanent. Transfer to the National Archives 15 years after cutoff. [DA: N1-255-00-6]	Note: New schedule pending approval with NARA		01/015.0.A.01
Executive Management	Legislative and Intergovernmental Affairs	02.5-00B	Reports to Congress	Includes statutory and other reports requested by Congress pertaining to NASA activities.	Permanent. Cut off at end of Congressional session. Transfer to the National Archives 15 years after cutoff. [DA: N1-255-00-6]	Note: New schedule pending approval with NARA		01/015.0.A.02.A
Executive Management	Legislative and Intergovernmental Affairs	02.5-00C	Congressional Members Correspondence	Correspondence with Members of Congress concerning information about NASA programs and projects; includes correspondence with Members of Congress pertaining to constituent requests.	Temporary. Cut off at end of Congressional session. Destroy 15 years after cutoff. [DA: N1-255-00-6] [DA: N1-255-09-1]	Note: New schedule pending approval with NARA		01/015.0.B

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Executive Management	Legislative and Intergovernmental Affairs	02.5-00D	Congressional Briefings	Briefings provided to Members of Congress regarding NASA programs, projects and activities.	Temporary. Retain for one year. Destroy when no longer needed at the conclusion of the one year retention. [DA: N1-255-00-6] [DA: N1-255-09-1]	Note: New schedule pending approval with NARA		01/015.0.C
Executive Management	Legislative and Intergovernmental Affairs	02.5-00E	Proposed Legislation	Records 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, including coordination through Center legal office(s) with final submissions to Headquarters, on legislative proposals. This series includes case files on each proposed item of legislation and files are kept and maintained, and broken in this fashion. OPR: NASA Headquarters, Office of Legislative Affairs	Temporary. Destroy 15 years after proposal is enacted into law or is killed. [DA: N1-255-94-1] [DA: N1-255-09-1]	Note: New schedule pending approval with NARA		01/015.1.A
Executive Management	Legislative and Intergovernmental Affairs	02.5-00F	Proposed Legislation - Supporting Organizations	Offices providing information, feeder reports, or pertinent documentation to cognizant Headquarters office concerning the proposed legislation.	Temporary. Destroy when 10 years old or when no longer needed, whichever is sooner. [DA: N1-255-94-1] [DA: N1-255-09-1]	Note: New schedule pending approval with NARA		01/015.1.B

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Executive Management	Legislative and Intergovernmental Affairs	02.5-00G	International Activities Records	Case files on NASA international activities; includes correspondence, reports, agreements, and all related papers.	Permanent. Transfer to the National Archives when activity ceases, or when 30 years old. [DA: N1-255-94-1]	Note: New schedule pending approval with NARA		01/034.0 NRCS: N 1-10
Human Capital	Employee Acquisition	03.1-010	Classification Standards	Correspondence and other records relating to developing classification standards specific to a single agency or all agencies, including notice of Office of Personnel Management (OPM) approval or disapproval.	Temporary. Destroy 2 years after standard is superseded, canceled, or disapproved by OPM (as appropriate). [GRS 2.1-010] DAA-GRS-2014-0002-0001			03/042.0.C
Human Capital	Employee Acquisition	03.1-020	Position Descriptions - Office of Record	Records related to developing, editing, classifying, and evaluating position descriptions, including information on title, series, grade, duties, and responsibilities. Copy held at Human Resources office.	Temporary. Destroy 2 years after position is abolished or description is superseded. [GRS 2.1-020] DAA-GRS-2014-0002-0002 (N 15-6)			03/041.0.A
Human Capital	Employee Acquisition	03.1-021	Position Descriptions - All Other Copies	Records related to developing, editing, classifying, and evaluating position descriptions, including information on title, series, grade, duties, and responsibilities. Includes copies in employee Official Personnel File (OPF), Unofficial Personnel File (UPF), and supervisor's personnel file.	Temporary. Destroy in accordance with disposal instruction for associated file. [GRS 2.1-021]			03/041.0.B

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Human Capital	Employee Acquisition	03.1-022	Position Descriptions - Other Related Records	All other position description related records. Includes: • case file at position’s program office • background material in Human Resources case file • other copies of records in NRRS 03.1-020	Temporary. Destroy when position description is final. [GRS 2.1-022] DAA-GRS-2014-0002-0003			03/041.0.C
Human Capital	Employee Acquisition	03.1-030	Position Reviews and Classification Appeals	Records NASA creates and receives when reviewing a position’s classification in response to a classification appeal to Human Resources or directly to OPM, including records of desk audits.	Temporary. Destroy 3 years after final decision. [GRS 2.1-030] DAA-GRS-2014-0002-0004			03/042.0.B.01
Human Capital	Employee Acquisition	03.1-040	Certificates of Classification	Certificates received from OPM, stating final decision on a position classification appeal.	Temporary. Destroy 2 years after position is abolished or description is superseded. [GRS 2.1-040] DAA-GRS-2014-0002-0005			03/042.0.B.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Human Capital	Employee Acquisition	03.1-050	Job Vacancy Case Files - One-Time Competitive and SES	Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Records of one-time competitive and SES announcements/selections Includes: • request for lists of eligible candidates • job announcement • examination announcement • job analysis, assessment criteria, and crediting plan • basis for certification • applications, resumes, supplemental forms, other attachments • list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification • certificates, registers or lists of eligible candidates issued to selecting officials • job-related test records • mandatory applicant drug test records • annotated certificates of eligible candidates returned by	Temporary. Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later. [GRS 2.1-050] DAA-GRS-2017-0011-0001	Note: Astronaut selection is covered by NRRS 16.1-040.		03/020.0.A.01

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				selecting officials • job offers • records of job offer being accepted or declined • correspondence/documentation of announcement or recruiting operation				

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Human Capital	Employee Acquisition	03.1-051	Job Vacancy Case Files - Standing Registers	Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Records of standing register competitive files for multiple positions filled over a period of time Includes: • request for lists of eligible candidates • job announcement • examination announcement • job analysis, assessment criteria, and crediting plan • basis for certification • applications, resumes, supplemental forms, other attachments • list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification • certificates, registers or lists of eligible candidates issued to selecting officials • job-related test records • mandatory applicant drug test records • annotated certificates of	Temporary. Destroy 2 years after termination of register. [GRS 2.1-051] DAA-GRS-2017-0011-0002	Note: Astronaut selection is covered by NRRS 16.1-040.		03/020.0.A.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				eligible candidates returned by selecting officials • job offers • records of job offer being accepted or declined • correspondence/documentation of announcement or recruiting operation				
Human Capital	Employee Acquisition	03.1-060	Job Application Packages	Application packages for competitive positions, in USAJobs or its successors, and other systems, whether electronic or analog. Includes: • application • resume • supplemental forms • other attachments	Temporary. Destroy 1 year after date of submission. [GRS 2.1-060] DAA-GRS-2014-0002-0011	Note: Astronaut selection is covered by NRRS 16.1-040. Note: This item is only for copies of materials submitted to and maintained in systems that receive job applications. Copies of these records used to fill job vacancies are covered under job vacancy case files (NRRS items 03.1-050 & 051).		03/020.0.B

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Human Capital	Employee Acquisition	03.1-070	Interview Records	Case files related to filling job vacancies, held by hiring official and interview panel members. Includes: • copies of records in the job vacancy case file (item 050 and 051) • notes of interviews with selected and non-selected candidates • reference check documentation	Temporary. Destroy 2 years after case is closed by hire or non-selection, expiration of right to appeal a non-selection, or final settlement of any associated litigation, whichever is later. [GRS 2.1-090] DAA-GRS-2014-0002-0008	Note: Astronaut selection is covered by NRRS 16.1-040.		03/020.0.C
Human Capital	Employee Acquisition	03.1-080	Excepted Service Appointment Records - Disability Related	Case files that document appointing individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities as defined in 5 CFR 213.3102(u) Records created in filling permanent or temporary job vacancies by noncompetitive appointment under Schedules A, B, or D (as defined in 5 CFR 213.3101, 3201, 3301 and 3401). Includes: • applications for employment • resumes • individuals' background information • ethics pledges and waivers • security clearances • correspondence • other documentation relating to the selection, clearance, and	Temporary. Destroy 5 years after candidate enters on duty, is no longer under consideration, or declines offer. [GRS 2.1-110] DAA-GRS-2014-0002-0018	Note: Any of the above records appropriate to include in the OPF may be moved to the OPF when the agency creates it. Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.		03/020.5.A

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				appointment of political appointees				
Human Capital	Employee Acquisition	03.1-081	Excepted Service Appointment Records - Non-Disability Related	Case files related to all other appointees. Records created in filling permanent or temporary job vacancies by noncompetitive appointment under Schedules A, B, or D (as defined in 5 CFR 213.3101, 3201, 3301 and 3401). Includes: • applications for employment • resumes • individuals’ background information • ethics pledges and waivers • security clearances • correspondence • other documentation relating to the selection, clearance, and appointment of political appointees	Temporary. Destroy 2 years after candidate enters on duty, is no longer under consideration, or declines offer. [GRS 2.1-111] DAA-GRS-2014-0002-0019	Note: Any of the above records appropriate to include in the OPF may be moved to the OPF when the agency creates it. Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.		03/020.5.B

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Human Capital	Employee Acquisition	03.1-090	Special Hiring Authority Program Records - Program Administration	Records relating to administration of special programs for the hiring of temporary employees, such as summer interns, co-ops, seasonal workers, etc.	Temporary. Destroy 2 years after hiring authority closes. [GRS 2.1-120] DAA-GRS-2014-0002-0016			03/014.0.A
Human Capital	Employee Acquisition	03.1-100	Special Hiring Authority Program Records - Individual Employees	Records relating to individual employees hired under special programs for the hiring of temporary employees, such as summer interns, co-ops, seasonal workers, etc.	Temporary. Destroy 2 years after employee is converted to a permanent position or leaves a program. [GRS 2.1-130] DAA-GRS-2014-0002-0017			03/014.0.B
Human Capital	Employee Acquisition	03.1-110	Pre-Appointment Records - Eligibility Determinations	Records documenting background investigation or vetting of prospective employees to determine eligibility for security clearance and sensitive positions. Included are forms in the SF-85 family, fingerprint charts, and related correspondence.	Temporary. Forward to appropriate security office after prospective employee enters on duty, declines appointment, or is no longer a candidate. [GRS 2.1-140]	Note: Astronaut selection is covered by NRRS 16.1-040.		03/020.0.D.01
Human Capital	Employee Acquisition	03.1-111	Pre-Appointment Records - OPF Appropriate for Employees Entering Duty	Records appropriate for inclusion in OPF. Such as designation of beneficiary, life insurance election, and health benefits registration. Records concerning prospective employees who enter on duty.	Temporary. Forward to appropriate human resources office to include in the OPF after employee enters on duty. [GRS 2.1-141]	Note: Astronaut selection is covered by NRRS 16.1-040.		03/020.0.D.02. A

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Human Capital	Employee Acquisition	03.1-112	Pre-Appointment Records - OPF Appropriate for Employees Not Entering Duty	Records appropriate for inclusion in OPF. Such as designation of beneficiary, life insurance election, and health benefits registration. Records concerning prospective employees who do not enter on duty.	Temporary. Destroy 1 year after prospective employee is no longer a candidate. [GRS 2.1-142] DAA-GRS-2014-0002-0009	Note: Astronaut selection is covered by NRRS 16.1-040.		03/020.0.D.02.B
Human Capital	Employee Acquisition	03.1-113	Pre-Appointment Records - Copies in Vacancy File	Copies of records included in Job vacancy case file.	Temporary. Destroy after prospective employee enters on duty, declines appointment, or is no longer a candidate. [GRS 2.1-143] DAA-GRS-2014-0002-0010	Note: Astronaut selection is covered by NRRS 16.1-040.		03/020.0.D.03
Human Capital	Employee Acquisition	03.1-120	Records of Delegation of Authority for Examination and Certification	Agreements and related records created under the authority of 5 U.S.C. 1104 by which OPM delegates to an agency the authority to examine and certify applicants for employment.	Temporary. Destroy 3 years after agreement terminates. [GRS 2.1-150] DAA-GRS-2014-0002-0021			03/063.0.A
Human Capital	Employee Acquisition	03.1-121	Delegated Authority Audits	Reports of delegated examining operations audit delivered to the audited agency.	Temporary. Destroy when 3 years old. [GRS 2.1-160] DAA-GRS-2014-0002-0022			03/063.0.B

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Human Capital	Employee Acquisition	03.1-130	Adverse Impact Records - No Impact Revealed	Records documenting the impact of tests and other selection procedures on peoples' employment opportunities, recorded by sex, race, and ethnic group in order to determine compliance with the Uniform Guidelines on Employee Selection Procedures. Includes records documenting: • number of applicants by sex, race, and national origin • number of people hired, promoted, and terminated, by sex, race, and national origin • selection procedures and their validity Records revealing no impact.	Temporary. Destroy when 3 years old. [GRS 2.1-170] DAA-GRS-2018-0008-0001			03/052.5.A
Human Capital	Employee Acquisition	03.1-131	Adverse Impact Records - Impact Revealed	Records documenting the impact of tests and other selection procedures on peoples' employment opportunities, recorded by sex, race, and ethnic group in order to determine compliance with the Uniform Guidelines on Employee Selection Procedures. Includes records documenting: • number of applicants by sex, race, and national origin • number of people hired, promoted, and terminated, by sex, race, and national origin	Temporary. Destroy 2 years after eliminating the adverse impact. [GRS 2.1-171] DAA-GRS-2018-0008-0002			03/052.5.B

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				• selection procedures and their validity Records revealing an adverse impact.				
Human Capital	Employee Acquisition	03.1-140	Recruitment Records	Records documenting agency in-person and on-line recruitment efforts at career fairs, job fairs, visits to colleges, and similar venues. Includes: • records documenting planning and logistics of individual recruitment events • record copy of advertisement and materials for distribution • contact information and interest areas collected from potential job candidates • recruitment event reports • correspondence with prospective candidates	Temporary. Destroy when 1 year old. [GRS 2.1-180] DAA-GRS-2018-0008-0003			03/012.2
Human Capital	Employee Management	03.2-010	Employee Management Administrative Records	Records of routine office program support, administration, and human resources operations. Includes: • reports • reports from subordinate units regarding statistics and other reporting measures • general correspondence with internal agency offices and with	Temporary. Destroy when 3 years old. [GRS 2.2-010] DAA-GRS-2017-0007-0001			03/010.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				OPM • general correspondence with travelers regarding official passport application procedures and documentation requirements				
Human Capital	Employee Management	03.2-020	eOPF Long Term Records	Records of separated employees saved to the “permanent” folder in the eOPF or filed on the right side of the hardcopy OPF. The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual’s employment history.	Temporary. Upon separation of employee moving to another federal agency, transfer records to the new agency within 5 business days. Transfer records of other separating employees to the National Personnel Records Center (NPRC) between 30 and 90 days of separation in accordance with the Guide to Personnel Recordkeeping. (exceptions are given in the guide.) NPRC will destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner.	Note: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions. Note: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by NRRS item 09.3-040.		03/001.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
					[GRS 2.2-040] DAA-GRS-2017-0007-0004			
Human Capital	Employee Management	03.2-021	eOPF Short Term Records	Records of separated employees saved to the “temporary” folder in the eOPF or filed on the left side of the hardcopy OPF. The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual’s employment history.	Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier. [GRS 2.2-041] DAA-GRS-2017-0007-0005	Note: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions. Note: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by NRRS item 09.3-040. Exclusions:		03/001.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
						See Item 03.2-060 & 061 for disposition of temporary performance-related records. See Item 03.2-030 for USCIS Form I-9.		
Human Capital	Employee Management	03.2-022	Supervisor's Personnel Files	Records on position, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called "supervisors' working files, unofficial personnel files (UPFs), and employee work folders or drop files."	Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. [GRS 2.2-080] DAA-GRS-2017-0007-0012 (N 15-19)	Exclusion: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation		03/009.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
						and becomes the record.		
Human Capital	Employee Management	03.2-030	Employment Eligibility Verification Records	Employment Eligibility Verification form I-9 and any supporting documentation.	Temporary. Destroy 3 years after employee separates from service or transfers to another agency. [GRS 2.2-060] DAA-GRS-2017-0007-0007			03/001.5
Human Capital	Employee Management	03.2-040	Notifications of Personnel Actions	Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices.	Temporary. Destroy when business use ceases. [GRS 2.2-050] DAA-GRS-2017-0007-0006	Exclusion: SF-50s filed in the OPF.		03/008.0.A
Human Capital	Employee Management	03.2-050	Interagency Personnel Agreements - Record Copy	Record copy of assignment agreements authorized by the Intergovernmental Personnel Act of 1970, including all correspondence, the IPA form,	Temporary. Cutoff after termination date of agreement. Destroy when 10 years old.			03/004.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				and any other related documentation and materials. These files are typically filed by individual's last name and include Optional Form (OF) 69 plus all associated background documentation.	[DA: N1-255-89-4] [DA: N1-255-09-1]			
Human Capital	Employee Management	03.2-051	Interagency Personnel Agreements - All Other Copies	All other copies of assignment agreements authorized by the Intergovernmental Personnel Act of 1970, including all correspondence, the IPA form, and any other related documentation and materials. These files are typically filed by individual's last name and include Optional Form (OF) 69 plus all associated background documentation.	Temporary. Destroy when no longer needed or when 5 years old, whichever is sooner. [DA: N1-255-89-4] [DA: N1-255-09-1]			03/004.0.B
Human Capital	Employee Management	03.2-060	Employee Performance Records - Acceptable, Non-SES	Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance related material required by an agency's performance appraisal system. Acceptable performance appraisals of non-senior executive service employees.	Temporary. Destroy no sooner than 4 years after date of appraisal. [GRS 2.2-070] [DAA-GRS-2017-0007-0008]	Exclusion: Performance records pertaining to Presidential appointees are not covered under any of these schedule items nor the GRS. Such records, if any, must be scheduled through the local Installation Records Manager and forwarded to the NASA Records Officer for submission and approval to the		03/005.0.A.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
						National Archives and Records Administration.		
Human Capital	Employee Management	03.2-061	Employee Performance Records - Unacceptable, Non-SES	Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance related material required by an agency's performance appraisal system. Unacceptable performance appraisals of non-senior executive service employees.	Temporary. Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. This disposition instruction is mandatory; deviations are not allowed. [GRS 2.2-071] DAA-GRS-2017-0007-0009	Exclusion: Performance records pertaining to Presidential appointees are not covered under any of these schedule items nor the GRS. Such records, if any, must be scheduled through the local Installation Records Manager and forwarded to the NASA Records Officer for submission and approval to the National Archives and Records Administration.		03/005.0.A.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Human Capital	Employee Management	03.2-062	Employee Performance Records - SES Employees	Performance records for SES employees as defined in 5 U.S.C. 3132a(2). Includes records of performance ratings boards.	Temporary. Destroy no sooner than 5 years after date of appraisal. [GRS 2.2-072] DAA-GRS-2017-0007-0010	Exclusion: Performance records pertaining to Presidential appointees are not covered under any of these schedule items nor the GRS. Such records, if any, must be scheduled through the local Installation Records Manager and forwarded to the NASA Records Officer for submission and approval to the National Archives and Records Administration.		03/005.0.B
Human Capital	Employee Management	03.2-063	Employee Performance Records - Superseded	Performance records superseded through an administrative, judicial, or quasi-judicial procedure. Superseded performance records of both non-senior executive service employees and senior executive service employees.	Temporary. Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed. [GRS 2.2-073] DAA-GRS-2017-0007-0011	Exclusion: Performance records pertaining to Presidential appointees are not covered under any of these schedule items nor the GRS. Such records, if any, must be scheduled through the local Installation Records Manager and forwarded to the NASA Records Officer for submission and approval to the National Archives and		03/005.0.C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
						Records Administration.		
Human Capital	Employee Management	03.2-070	Employee Award Case Files	Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and non-cash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees.	Temporary. Destroy 2 years after final action. [GRS 2.2-030] DAA-GRS-2023-0002-0001			03/040.0.A
Human Capital	Employee Management	03.2-080	Department Level Awards	Records relating to awards made at the Departmental level or higher, i.e., Secretary's Awards, Presidential.	Temporary. Destroy when 15 years old. [DA: N1-255-89-4] [DA: N1-255-09-1]			03/040.0.E
Human Capital	Employee Management	03.2-090	Space Flight Awareness Award Case Files	Case file, including recommendations, approved nomination and related correspondence, for each award, such as Snoopy, Launch Honoree,	Temporary. Cutoff annually at end of calendar year the award was approved or disapproved. Destroy or delete 5 years after			03/040.0.G.01

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				and other Flight Awareness Program awards.	cutoff. [DAA-0255-2016-0004]			
Human Capital	Employee Management	03.2-091	Space Flight Awareness Award Tracking Database	Tracking database containing the essence of awards and awardees.	Temporary. Destroy database 5 years after date of last entry, or when no longer needed for business use, whichever is later. [DAA-0255-2016-0004]			03/040.0.G.02
Human Capital	Employee Management	03.2-100	Training Administration	General records in any format documenting NASA training, including but not limited to: administration; training calendars, schedules, and announcements; course descriptions, objectives, registration and rosters; reports; and tests.	Temporary. Destroy or delete when 5 years old. [DA: N1-255-09-3] [DA: N1-255-09-1]	Exclusion: records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.		03/033.0.A
Human Capital	Employee Management	03.2-110	Training Materials - Mission Related	Unique training materials in any format related to NASA’s mission, such as astronaut, payload processing, on-board flight crew training, etc.	Permanent. Cutoff when superseded or obsolete. Transfer to the National Archives 7 years after cutoff. [DA: N1-255-09-3] (N 15-39)			03/033.0.B.01
Human Capital	Employee Management	03.2-111	Training Materials - Routine	Routine training materials in any format, including but not limited to record copy of manuals,	Temporary. Destroy when superseded or obsolete.			03/033.0.B.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				syllabuses, textbooks, and on-line packages.	[DA: N1-255-09-3] [DA: N1-255-09-1]			
Human Capital	Employee Management	03.2-120	Individual Employee Training Records	All training records in any format that are specifically linked to individuals, such as training plans, course completion, certifications resulting from training, test results, on-the-job training, and competencies.	Temporary. Destroy or delete 5 years after separation of employee or when no longer needed, whichever comes first. [DA: N1-255-09-3] [DA: N1-255-09-1]	Exclusion: Astronaut training records, use NRRS Item 16.1-030.; Ethics training records, use NRRS Item 10.3-020. Exclusion: records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.		03/033.0.C
Human Capital	Employee Management	03.2-130	Skill Set Records	Records detailing name, contact, and other information for people with specific skill sets, such as foreign languages, notaries, and sign language; used to assign work-related duties to employees and volunteers.	Temporary. Destroy when business use ceases. [GRS 2.2-120] DAA-GRS-2017-0007-0018	Exclusion: Associated testing records. Those related to non-mission functions are covered by NRRS 03.2-100, Training Records.		03/021.6

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Human Capital	Employee Management	03.2-140	Workforce and Succession Planning	Records about workforce planning and analysis, including succession planning, developed in support of executive-level and other agency planning initiatives. Includes: • planning and analysis models • planning data • briefing materials • studies and surveys • lists of functions and staff at key locations	Temporary. Destroy 3 years after issuing each new plan. [GRS 2.2-020] DAA-GRS-2017-0007-0002	Exclusion: Records maintained by executives responsible for policy formulation or other high-level actions. See Schedule 02.0 for Executive Management.		03/021.5
Human Capital	Employee Management	03.2-150	Special Personnel Records - 10SPER	Individuals covered by this system of records are candidates for and recipients of awards or NASA training, civilian and active duty military detailees to NASA; participants in enrollee programs; Faculty, Science, National Research Council and other Fellows, Associates and Guest Workers including those at NASA Centers but not on NASA rolls; NASA contract and grant awardees and their associates having access to NASA premises and records; individuals with interest in NASA matters including Advisory Committee Members; and prospective employees. Includes: • agencywide and installation	"10 SPER" records are not authorized for disposal at this time. Paper records are retained on site and are destroyed or transferred in accordance with the specific record series identified in this schedule. 10 pays records – see schedule 9 (note these records are retained from 1 to 3 years depending on GAO audit and/or destroyed or transferred to NPRC). [DA: N1-255-89-4] [DA: N1-255-09-1]		SORN - NASA 10SPER	03/019.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				automated personnel information • correspondence and related information to these files • special program files • special records and rosters				
Human Capital	Employee Compensation and Benefits	03.3-010	Incentive Package Records	Records of recruitment, relocation, and retention incentives; federal student loan repayment; and supervisory differentials offered under the Federal Employees Pay Comparability Act.	Temporary. Destroy 3 years after date of approval, completion of service agreement, or termination of incentive or differential payment, whichever is later. [GRS 2.4-090] DAA-GRS-2016-0015-0011			03/059.5
Human Capital	Employee Compensation and Benefits	03.3-020	Time and Attendance Records	Sign-in/Sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employee's presence or absence from work.	Temporary. Destroy when 3 years old. [GRS 2.4-030] DAA-GRS-2019-0004-0002			03/048.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Human Capital	Employee Compensation and Benefits	03.3-030	Telework/Alternate Worksite Agreements	Telework and alternate worksite agreements between the agency and employee and other related documentation, such as questionnaires.	Temporary. Destroy when superseded or obsolete. [GRS 2.3-040] DAA-GRS-2023-0003-0001			03/048.0.B
Human Capital	Employee Compensation and Benefits	03.3-040	Family Medical Leave Act Case Files	Family Medical Leave Act Individual Case Files Includes: • employee eligibility to participate in program • eligibility notice given to employee • notice of employee rights and responsibilities, questions from employees about those rights and responsibilities, and responses to them • medical certifications • employee identification data • records of pay basis, compensation terms, normal hours per pay period, additions to or deductions from wages, total compensation normally paid • leave request, approval/non-approval • leave records • records of premium payments of employee benefits • records of disputes between employers and eligible employees regarding designation of leave as FMLA leave • periodic reports of employee	Temporary. Destroy 3 years after conclusion of leave being taken. [GRS 2.4-141] DAA-GRS-2016-0015-0020			03/048.0.C.02

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				status and intent to return to work				
Human Capital	Employee Compensation and Benefits	03.3-041	Family Medical Leave Act Program Administration Records	Records related to managing the program, including copies of policies and guidance describing employee benefits and employee use of paid and unpaid leave under the FMLA, statistics, reports, and other records not linked to individual employee participation.	Temporary. Destroy 3 years after superseded or obsolete. [GRS 2.4-140] DAA-GRS-2016-0015-0019			03/048.0.C.01
Human Capital	Employee Compensation and Benefits	03.3-050	Donated Leave Case Files	Records documenting leave donation and receipt, including recipient applications; agency approvals or denials; medical or physician certifications; and records of leave donations, supervisor approvals, leave transfers, payroll notifications, and terminations from the program.	Temporary. Destroy 1 year after the employee receiving leave is no longer participating in the program. [GRS-2.4-071] DAA-GRS-2016-0015-0009			03/049.0.C.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Human Capital	Employee Compensation and Benefits	03.3-051	Donated Leave Program Administration Records	Records related to managing the program, including: • records of leave bank management • records of leave bank governing board award decisions • publicity and program announcements • statistical and narrative reports • similar records not linked to individual employee participation	Temporary. Destroy when 3 years old. [GRS 2.4-070] DAA-GRS-2016-0015-0008			03/049.0.C.02
Human Capital	Employee Compensation and Benefits	03.3-060	Transportation Subsidy Case Files	Case files of individual employee participation in transportation subsidy programs, such as: • applications and supporting documents • eligibility verification • notice of approval or denial of participation in program • participant training documentation • periodic estimates of transit expenses • record of individual benefit delivery and receipt • de-enrollment documents • settlement of outstanding debts by employee or Government when employee leaves program	Temporary. Destroy 2 years after employee participation concludes. [GRS 2.4-131] DAA-GRS-2016-0015-0018			03/059.7.B

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Human Capital	Employee Compensation and Benefits	03.3-061	Transportation Subsidy Program Administration Records	Records related to managing the program, including: • determining subsidy amount available to employees • publicity and program announcements • records of program-wide benefit delivery and receipt • statistical and narrative reports • similar records not linked to individual employee participation	Temporary. Destroy when 3 years old. [GRS 2.4-130] DAA-GRS-2016-0015-0017			03/059.7.A
Human Capital	Employee Compensation and Benefits	03.3-070	Workers Compensation Records - Forwarded to Dept of Labor	Federal Employees' Compensation Act case files on injuries Federal employees sustain, while performing their duties that result in lost time or death, whether or not the employee filed a workers' compensation claim. Copies of files forwarded to the Department of Labor for retention in their master Office of Workers' Compensation records. Includes: • forms, reports, correspondence, claims • medical and investigatory records • administrative determinations or court rulings • payment records	Temporary. Destroy 3 years after compensation ceases or when deadline for filing a claim has passed. [GRS 2.4-100] DAA-GRS-2016-0015-0012	Excludes copies filed in the Employee Medical Folder and records created and maintained by the Department of Labor's Office of Workers' Compensation.		03/056.5.A.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Human Capital	Employee Compensation and Benefits	03.3-071	Workers Compensation Records - Not Forwarded to Dept of Labor	Federal Employees' Compensation Act case files on injuries Federal employees sustain, while performing their duties that result in lost time or death, whether or not the employee filed a workers' compensation claim. Files not forwarded to the Department of Labor for retention in their master Office of Workers' Compensation records. Includes: • forms, reports, correspondence, claims • medical and investigatory records • administrative determinations or court rulings • payment records	Temporary. Destroy 15 years after compensation ceases or when deadline for filing a claim has passed. [GRS 2.4-101] DAA-GRS-2016-0015-0013	Excludes copies filed in the Employee Medical Folder and records created and maintained by the Department of Labor's Office of Workers' Compensation.		03/056.5.A.02
Human Capital	Employee Compensation and Benefits	03.3-080	Wage and Tax Statements	Agency copies of IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents.	Temporary. Destroy when 4 years old. [GRS 2.4-050] DAA-GRS-2016-0015-0005 (N 4-14)		SORN - NASA 10CFMR	09/016.0.A
Human Capital	Employee Compensation and Benefits	03.3-090	Tax Withholding and Adjustment Records	Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and	Temporary. Destroy 4 years after form is superseded or obsolete or upon separation of employee. [GRS 2.4-020] DAA-		SORN - NASA 10CFMR	09/016.0.B

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				expense reimbursements provided to employees.	GRS-2016-0015-0002 (N 4-12)			
Human Capital	Employee Relations	03.4-010	Dislocated Worker Program Case Files	Includes applications, registrations, supporting documentation.	Temporary. Destroy 1 year after employee eligibility for program expires. [GRS 2.3-030] DAA-GRS-2018-0002-0003			03/030.5
Human Capital	Employee Relations	03.4-020	Administrative grievance, disciplinary, performance-based, and adverse action case files	- Records of grievances filed by covered entities (for instance, employees who are not members of a bargaining unit). Includes: - statement of grievance, supporting documentation, and evidence - statements of witnesses, records of interviews and hearings - examiner’s findings, recommendations, decisions - Records of disciplinary and performance-based actions against employees. Includes: - performance appraisal, performance improvement plan, and supporting documents - recommended action, employee’s reply - records of hearings and decisions	Temporary. Destroy 7 years after case is closed. [GRS 2.3-060] DAA-GRS-2018-0002-0006			03/054

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				- o records of appeals • Records of adverse actions (suspension, removal, reduction in grade, reduction in pay, or furlough) against employees. Includes: - o proposed adverse action, employee's reply - o statements of witnesses - o records of hearings and decisions - o letters of reprimand - o records of appeals				
Human Capital	Employee Relations	03.4-030	Merit Systems Protection Board Case Files	Civil Service Reform Act appeal case files involving actions appealable to MSPB per 5 CFR 1201.3. May include: • petitions for appeal, agencies' responses to petitions • hearing notices, transcripts, testimony, briefs, and exhibits • MSPB initial decisions • petitions for review, responses of opposing party to petition • orders granting or denying intervention • MSPB final opinions, orders, and decisions	Temporary. Destroy 3 years after final resolution of case. [GRS 2.3-080] DAA-GRS-2018-0002-0009			03/052.4

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Human Capital	Employee Relations	03.4-040	Labor Management Relations Agreement Negotiation Records	Records relating to negotiations with labor unions. Includes: • negotiation agreements • requests to bargain • bargaining session records/notes • correspondence, memoranda, forms • reports • other records relating to the negotiated agreements and general relationship between management, employee unions and other groups	Temporary. Destroy 5 years after expiration of agreement or final resolution of case, as appropriate. [GRS 2.3-130] DAA-GRS-2018-0002-0015			03/052.0.A
Human Capital	Employee Relations	03.4-050	Labor Arbitration Case Files	Records of workplace disputes processed under negotiated grievance procedures and settled by either agreement or binding arbitration.	Temporary. Destroy 3 years after close of case. [GRS 2.3-090] DAA-GRS-2018-0002-0010			03/052.0.B

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Human Capital	Employee Relations	03.4-060	Federal Labor Relations Authority Case Files	Records of cases filed under provisions of the Federal Labor Relations Act concerning representation, unfair labor practices, negotiability, and review of arbitration awards. May include: • records of representation proceedings - o petitions, notice of petitions, cross-petitions, motions - o records documenting adequate showing of interest - o challenges to the status of a labor organization - o records of meetings, hearings, and prehearing conferences - o statements of witnesses - o dismissals of petitions - o decisions, orders • records of unfair labor practices proceedings - o charges/allegations of unfair labor practices, amendments, and supporting evidence - o records of charges/allegations investigation, including subpoenas - o complaints by FLRA Regional Director - o motions, responses, stipulations - o records of hearings - o records of decisions and	Temporary. Destroy when 1 year old. [GRS 2.3-100] DAA-GRS-2018-0002-0011			03/052.2

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				settlements • records of negotiability proceedings o petitions for review o records of post-petition conferences o agencies’ statements of position, unions’ responses, and agencies’ counter-responses o records of post-petition conferences o decisions, orders • records of review of arbitration awards o exceptions to arbitrators’ award rendered pursuant to arbitrations o oppositions to exceptions o determination of grounds for review o decisions, orders				

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Human Capital	Employee Relations	03.4-070	Employee Drug Test Plans, Procedures, and Scheduling Records	Drug testing program records pertaining to the development of procedures, such as the determination of testing incumbents in designated positions and selection of specific employees/applicants for testing. Includes: • agency copies of plans and procedures, with related drafts, correspondence, and memoranda • lists of selectees • notification letters • testing schedules	Temporary. Destroy when 3 years old or when superseded or obsolete. [GRS 2.7-100] DAA-GRS-2017-0010-0016			03/064.0
Human Capital	Employee Relations	03.4-080	Employee Drug Test Acknowledgement of Notice	Forms completed by employees whose positions are designated sensitive for drug testing purposes, acknowledging they have received notice and they may be tested.	Temporary. Destroy when employee separates from testing-designated position. [GRS 2.7-110] DAA-GRS-2017-0010-0016			03/065.0
Human Capital	Employee Relations	03.4-090	Employee Drug Testing Specimen Records	Identifying data on each specimen, recorded at each collection site in the order in which the specimen was collected. Includes records used to maintain control and accountability of specimens from the point of collection to final disposition, e.g., chain-of-custody records.	Temporary. Destroy 3 years after date of last entry or when 3 years old, whichever is later. [GRS 2.7-120] DAA-GRS-2017-0010-0018			03/068.0

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Human Capital	Employee Relations	03.4-100	Employee Drug Test Results - Positive	Records documenting individual test results, including testing reports, notification of employees and employing offices, and documents relating to follow-up testing. Positive results.	Temporary. Destroy when employee leaves the agency or when 3 years old, whichever is later. [GRS 2.7-130] DAA-GRS-2017-0010-0016			03/066.0
Human Capital	Employee Relations	03.4-101	Employee Drug Test Results - Negative	Records documenting individual test results, including testing reports, notification of employees and employing offices, and documents relating to follow-up testing. Negative results.	Temporary. Destroy when 3 years old. [GRS 2.7-131] DAA-GRS-2017-0010-0016			03/067.0
Human Capital	Employee Separation	03.5-010	Separation Program Management Records - General Separations	Records documenting the general work process to release career, temporary, and political-appointment employees from employment status. Records not specific to an agency separation initiative. Includes: • registers of separation or transfers such as SF-2807, SF-3103, or similar records • retention registers and related records • reports, correspondence, and control documents	Temporary. Destroy when no longer required for business use. [GRS 2.5-010] DAA-GRS-2014-0004-0001			03/057.0.A.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• exit interview compilations identifying and tracking trends				
Human Capital	Employee Separation	03.5-011	Separation Program Management Records - Specific Separation Initiatives	Records documenting the general work process to release career, temporary, and political-appointment employees from employment status. Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs. Includes: • registers of separation or transfers such as SF-2807, SF-3103, or similar records • retention registers and related records • reports, correspondence, and control documents • exit interview compilations identifying and tracking trends	Temporary. Destroy 2 years after date of program closure. [GRS 2.5-011] DAA-GRS-2014-0004-0002			03/057.0.A.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Human Capital	Employee Separation	03.5-020	Individual Employee Separation Case Files	Records not included in separating employee’s Official Personnel Folder (OPF), documenting individual employees’ transfer to another Federal agency or office or voluntary, involuntary, disability, early retirement, retirement, or death separation from career, temporary, and political appointment service; and legal and financial obligations of government to employee and employee to government. Includes: • records of counseling activities and outplacement services • exit interview records • exit clearances • checklists of returned property • certifications of removal/non-removal of government records • records documenting notification of appropriate third parties (e.g., benefits providers, payroll, facility services, security, information technology) of impending separation • records documenting terms and entitlements of separation (e.g., leave balance pay out or transfer of account, severance, pension, temporary continuation of	Temporary. Destroy 1 year after date of separation or transfer. [GRS 2.5-020] DAA-GRS-2014-0004-0003	Exclusion: records required to be filed in employee’s OPF are excluded from this item.		03/057.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				coverage, annuity estimates, assistance) • records documenting employee financial obligations to government (e.g., salary offset notices in effect at time of separation; student loan repayment; recruitment, retention, and relocation incentives; determinations of settlement) • copy of leave record (see “Record of employee leave,” item 040 of this schedule, for record copy) retained for agency use				
Human Capital	Employee Separation	03.5-030	Individual Employee Separation Records Required for OPF	Records identified in the Office of Personnel Management (OPM) Guide to Personnel Recordkeeping. Includes but is not limited to: • resignation letter • reason for separation (such as reduction in force) • documentation of retirement-option elections and coverage • documentation of indebtedness • documentation of payment or repayment to, or refund from FERS or CSRS • record of employee leave prepared upon transfer or separation	File on left side (short term) or right side (long term) of the Official Personnel Folder (OPF), as appropriate. [GRS 2.5-040]			03/057.0.D

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• records of most recent performance ratings • designation of beneficiary				
Human Capital	Employee Separation	03.5-040	Records Documenting Capture of Institutional and Specialized Knowledge	Includes status updates on current and pending assignments, contact information for sources, and other job-related information an office may choose to obtain from a departing employee.	Temporary. Destroy when no longer required for business use. [GRS 2.5-030] DAA-GRS-2014-0004-0004	Exclusion: Formal oral histories recorded with an employee before his/her departure are covered by NRRS item 12.4-030.		03/057.0.C
Human Capital	Employee Separation	03.5-050	Phased Retirement Administrative Records	Records related to managing the program, including: • procedural guidance on program administration • informational/marketing/publicizing materials • general correspondence • reports to OPM • memoranda of understanding (MOU) and significant documentation of bargaining unit negotiations • documentation of program structure and details as uniquely instituted by agency	Temporary. Destroy when 3 years old or 3 years after revision or replacement, as appropriate. [GRS 2.5-050] DAA-GRS-2016-0007-0001			03/057.0.E.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Human Capital	Employee Separation	03.5-051	Phased Retirement Individual Case Files	Case files of individual employee participation in phased retirement, such as: • application for immediate retirement • evidence of eligibility • reviews/recommendations by supervisor and others • notice of approval or disapproval • retirement benefit estimates • annuity calculations • phased retirement agreement • records documenting knowledge transfer activities • confidentiality agreement with mentees • action/project plans and logs • correspondence	Temporary. Destroy 1 year after employee participation concludes or the employee retires. [GRS 2.5-051] DAA-GRS-2016-0007-0002	Note: Agencies may choose to file these records with the employee's retirement file, in which case the agency should retain them according to the retention period for the retirement file, per 03.5-020.		03/057.0.E.02
Human Capital	Equal Opportunity	03.6-001	Employee Relations Programs' Administrative Records	Records documenting routine activities related to programs such as reasonable or religious accommodation, displaced employees, telework/alternative worksite opportunities, anti-harassment, Alternative Dispute Resolution (ADR), Equal Employment Opportunity (EEO), and other avenues for settling disputes. Includes: • program-related correspondence • copies of statutes, regulations, directives, and instructions	Temporary. Destroy when 3 years old. [GRS 2.3-010] DAA-GRS-2022-0001-0001	Exclusion: Records specific to individual cases (covered by NRRS items 03.6-060 & 061). Exclusion: Reports to external oversight agencies (covered by NRRS item 03.6-010).		03/002.1

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• timetables and guidelines for processing case files and appealing decisions • planning records • meeting minutes • program evaluations and reports to senior management • statistical records tracking program participation and participants • records tracking programs' compliance with relevant Executive Orders and other requirements • records arranging for outside mediator and facilitator involvement in case settlements				
Human Capital	Equal Opportunity	03.6-010	EEO Reports and Employment Statistics Records - Mandated	Affirmative Action Plans, annual report to EEOC, annual report on the NO FEAR Act, compliance reports and other reports and statistical files supporting reporting requirements to Congress, EEOC and other oversight entities.	Temporary. Destroy 6 years after report submission or oversight entity notice of approval, as appropriate. [GRS 5.7-050] DAA-GRS-2020-0001-0003			03/002.5.A.01
Human Capital	Equal Opportunity	03.6-020	EEO Reports and Employment Statistics Records - Agency Created	EEO REPORTS AND EMPLOYMENT STATISTICS FILES. Headquarters compiled reports.	Temporary. Destroy when 30 years old. [DA: N1-255-89-4] [DA: N1-255-09-1]			03/002.5.A.05

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Human Capital	Equal Opportunity	03.6-030	Alternative Dispute Resolution (ADR) Case Files - Informal Process	ADR Informal Process This item includes records that are not associated with another employee dispute, complaint or grievance process. Including: • agreements to use ADR • records of intake and process • records of settlement or discontinuance of case • parties’ written evaluations of the process	Temporary. Destroy 3 years after case is closed. [GRS 2.3-070] DAA-GRS-2018-0002-0007	Note: This item is only applicable to Federal employee relations matters.		03/002.4.A
Human Capital	Equal Opportunity	03.6-031	Alternative Dispute Resolution (ADR) Case Files - Formal Process	ADR Formal Process This item includes originals and copies of records generated in response to a referral from another dispute, grievance or complaint process (like EEO complaints or grievances). Including: • agreements to use ADR • records of intake and process • records of settlement or discontinuance of case • parties’ written evaluations of the process	Temporary. Destroy 7 years after case is closed. [GRS 2.3-071] DAA-GRS-2018-0002-0008	Note: This item is only applicable to Federal employee relations matters.		03/002.4.B
Human Capital	Equal Opportunity	03.6-040	Harassment Complaint Case Files	Records of complaints regarding unwelcome workplace conduct, filed in accordance with agency policies and procedures. Includes: • complaint, correspondence, notes, forms, and supporting material • records of investigation,	Temporary. Destroy when 7 years old. [GRS 2.3-050] DAA-GRS-2018-0002-0005	Note: If a harassment complaint is settled via the EEO, ADR, or grievance process, its records are scheduled under the item specific to that process.	SORN - NASA 10HRCF	03/053.5.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				statements of witnesses - determination as to whether harassment occurred - documentation of preventive or corrective measures				
Human Capital	Equal Opportunity	03.6-050	Reasonable or Religious Accommodation Case Files	Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or Human Resource specialists containing records of requests for religious accommodation, reasonable accommodation and/or assistive technology devices and services that have been requested for or by an employee. Includes: - emails, correspondence - forms - medical records - notice of procedures for informal dispute resolution or appeal processes - policy guidance documents - records of oral conversations - request, approvals and denials - supporting notes and documentation	Temporary. Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later. [GRS 2.3-020] DAA-GRS-2022-0001-0002	Note: These records are neither part of an employee's Official Personnel File (OPF) nor part of a supervisor's unofficial personnel files.	SORN - NASA 10RAR	03/002.6.B
Human Capital	Equal Opportunity	03.6-060	EEO Discrimination Complaint Case	Official Discrimination Complaint Case Files - Informal Process	Temporary. Destroy 3 years after resolution of case.			03/002.5.E.01.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
			Files - Informal Process	Records of cases that do not result in an EEO complaint, and cases resulting in a complaint but resolved prior to the formal process stage.	[GRS 2.3-110] DAA-GRS-2018-0002-0012			
Human Capital	Equal Opportunity	03.6-061	EEO Discrimination Complaint Case Files - Formal Process	Official Discrimination Complaint Case Files - Formal Process Records at originating agency generated in response to formal complaints resolved within the agency, by the Equal Employment Opportunity Commission, or by a U.S. Court. Includes records gathered in the preliminary informal process, complaints, exhibits, withdrawal notices, copies of decisions, and records of hearings and meetings. Includes: intake sheet, summary report, notes, supporting documentation, correspondence	Temporary. Destroy 7 years after resolution of case. [GRS 2.3-111] DAA-GRS-2018-0002-0013	Note: This item includes all records gathered in the informal process which becomes the formal process case file once a formal complaint is filed.	SORN - NASA 10 EEOR	03/002.5.E.01.A
Human Capital	Equal Opportunity	03.6-070	Contractor EEO Compliance Records	Records documenting contractor compliance with EEO regulations. Reviews, background documents, and correspondence relating to contractor employment practices.	Temporary. Destroy when 7 years old. [GRS 2.3-120] DAA-GRS-2018-0002-0014 (N 17-37)			05/027.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Business Management	Business Operations & Travel	04.1-001	Financial Management and Reporting Administrative Records	Records related to managing financial activities and reporting. Records include: • correspondence • subject files • feeder reports • workload management and assignment records	Temporary. Destroy when 3 years old. [GRS 1.1-001] DAA-GRS-2016-0013-0001			05/005.0
Business Management	Business Operations & Travel	04.1-010	Signature Authority Records	Records consist of signature authorities for miscellaneous administrative records which include, but are not limited to, Diner's Club authorizations; reports of mail; authority for specified employees to certify funds, etc.	Temporary. Destroy upon separation, transfer, or termination of authorized employee or when 5 years old, whichever is sooner. [DA: N1-255-94-2] [DA: N1-255-09-1]			09/010.0
Business Management	Business Operations & Travel	04.1-020	Government Purchase Card and Travel Credit Card Application and Approval Records	Applications by employees for Government credit cards issued in card-holder's name, whether for official travel expenses or for purchasing goods and services. May include: • application for credit card • cardholder agreement • acknowledgement of responsibilities and penalties for misuse • approving official agreement • certificate of appointment (warrant) • card training certificate	Temporary. Destroy upon card holder separation or when card is returned to office and destroyed, as appropriate. [GRS 1.1-090] DAA-GRS-2018-0003-0001			09/020.1.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Business Management	Business Operations & Travel	04.1-030	Credit Card Abuse Records	Records about irregularities and improper use or misuse of government charge or purchase cards. Includes semi-annual reports on government charge card violations.	Temporary. Destroy 3 years after final action. [GRS 5.6-050] DAA-GRS-2023-0007-0001			09/020.1.B
Business Management	Business Operations & Travel	04.1-040	Passport Application Records	Records related to administering the application or renewal of official passports and visas. Note: Official passports should be returned to the Department of State upon expiration or upon the separation of the employee.	Temporary. Destroy 3 years after submission. [GRS 2.2-090] DAA-GRS-2023-0002-0002			09/021.0.A
Business Management	Business Operations & Travel	04.1-041	Passport Registers	Registers and lists of agency personnel who have official passports.	Temporary. Destroy when superseded or obsolete. [GRS 2.2-091] DAA-GRS-2017-0007-0014	Note: Official passports should be returned to the Department of State upon expiration or upon the separation of the employee.		09/021.0.C
Business Management	Business Operations & Travel	04.1-042	Passport Reporting Records	Reports to the Department of State concerning the number of official passports issued and related matters.	Temporary. Destroy when 3 years old. [GRS 2.2-010] DAA-GRS-2017-0007-0001	Note: Official passports should be returned to the Department of State upon expiration or upon the separation of the employee.		09/021.0.B
Business Management	Business Operations & Travel	04.1-050	Travel Requests, Authorizations, and Vouchers	Financial transaction records related to travel, including requests, authorizations, and vouchers.	Temporary. Destroy 6 years after final payment or cancellation. [GRS 1.1-010] DAA-GRS-2013-0003-0001	Note: It is NASA policy that individual travelers are the official record holder for travel records, not the Agency travel system.		09/001.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Business Management	Budget	04.2-001	Budget Administration Records	Records documenting administration of budget office responsibilities. Includes: • correspondence relating to routine administration, internal procedures, and other day-to-day matters • records monitoring expenditures under approved budget allocations • records of financial controls maintenance • spreadsheets and databases tracking income, expenditures, and trends • work planning documentation • cost structure and accounting code lists • feeder and statistical reports • related correspondence	Temporary. Destroy when 3 years old. [GRS 1.3-050] DAA-GRS-2015-0006-0007			09/014.2.A
Business Management	Budget	04.2-00A	Budget Special Studies - Agency	Budget Special Studies - Headquarters.	Permanent. Cutoff when study becomes inactive. Transfer to the National Archives when 15 years old. [DA: N1-255-94-3]			07/021.0.C.01
Business Management	Budget	04.2-00B	Budget Special Studies - All other copies	Budget Special Studies - All other copies/offices.	Temporary. Destroy when no longer needed or when 2 years old whichever is sooner. [DA: N1-255-94-3] [DA: N1-255-09-1]			07/021.0.C.02

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Business Management	Budget	04.2-010	Agency Budget Request Records - Agency	Original record set maintained at NASA Headquarters by the Office of the CFO (This set starts October 1, 1958 and continues to Present) Records in this file series consists of budget material requested via OMB Circular A-11, including material required by the President's Call for the budget. Records include, but are not limited to, letters, forms, exhibits (submitted electronically), and any other related finding aids or documentation associated with this submission, e.g., OMB, Presidents Budget, Justification Support - Congressional Budget Support, etc.	Permanent. Transfer to the National Archives when 35 years old. [DA: N1-255-94-2]			09/002.0.A
Business Management	Budget	04.2-011	Agency Budget Request Records - Centers	Center working materials/background files and documentation developed by other organizational units and as submitted to the CFO's Office. Records in this file series consists of budget material requested via OMB Circular A-11, including material required by the President's Call for the budget. Records include, but are not limited to, letters, forms, exhibits (submitted electronically), and	Temporary. Destroy when 30 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]			09/002.0.B

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				any other related finding aids or documentation associated with this submission, e.g., OMB, Presidents Budget, Justification Support - Congressional Budget Support, etc.				
Business Management	Budget	04.2-012	Budget Preparation Background Records	Preliminary budget estimates, justifications, cost statements, narrative statements, rough data, and similar materials from internal agency components (individual offices, divisions, programs, etc.) for use in preparing annual, agency-wide budget requests.	Temporary. Destroy 2 years after close of the fiscal year to which the records relate. [GRS 1.3-040] DAA-GRS-2015-0006-0005			09/014.2.B
Business Management	Budget	04.2-020	Budget Execution Records	Records Center offices create and receive in the course of implementing and tracking an appropriation. Includes: • allotment advice, revisions, and ceiling limitations • apportionments and reapportionments • obligations under each authorized appropriation • rescissions and deferrals • operating budgets • outlay plans • fund utilization records • fund reviews • workforce authorization and distribution • continuing resolution guidance • calculations	Temporary. Destroy 6 years after the close of the fiscal year. [GRS 1.3-020] DAA-GRS-2015-0006-0002			09/008.0.A.02

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				• impact statements • carryover requests • related records				
Business Management	Budget	04.2-030	Budget Records - Full Fiscal Year	Standard Form 133, Report on Budget Execution and Budgetary Resources, or equivalent. Periodic status reports on agency's proposed rate of expenditure, appropriations, obligations, apportionments and outlays.	Temporary. Destroy when 5 years old. [GRS 1.3-030] DAA-GRS-2015-0006-0003			09/008.0.B.01
Business Management	Budget	04.2-031	Budget Records - Other than Full Fiscal Year	Standard Form 133, Report on Budget Execution and Budgetary Resources, or equivalent. Periodic status reports on agency's proposed rate of expenditure, appropriations, obligations, apportionments and outlays.	Temporary. Destroy when 3 years old. [GRS 1.3-031] DAA-GRS-2015-0006-0004			09/008.0.B.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Business Management	Financial Management	04.3-010	Financial Transaction and Accounting Records	Records related to: Collecting debts includes the collection of income excluding administrative claims, taxation, and Congressional appropriation, such as: • records documenting recovering costs of providing government services ◦ cash register transaction records ◦ credit card and charge cards receipts ◦ records documenting deposits ◦ records documenting allocation of fees to funds/accounts ◦ customer orders • garnishments • sale of excess and surplus personal property • fee or rate schedules and supporting documentation • out-leases of Federal property • journal vouchers • collection schedules Accounting records classifying and summarizing financial transactions and events related to assets, liabilities, revenue from all sources, and expenses to all payees to support financial reporting, enable audit, and accumulate and generate	Temporary. Destroy 6 years after final payment or cancellation. [GRS 1.1-010] DAA-GRS-2013-0003-0001	For financial transaction and accounting records related to travel, see item NRRS 4.1-050. For bills of lading and commercial freight vouchers, see item NRRS 6.2-050. Note: Accounts and supporting documents pertaining to American Indians are not authorized for disposal by this schedule.	For the full language and list of example records in this item, see the National Archive's GRS 1.1-010.	09/001.0.A

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				management information to assist in establishing an agency’s resource allocation priorities. Such as: • accountable officers’ records concerned with the accounting for, availability, and status of public funds and maintained for Government Accountability Office (GAO) or other authority site audit. Includes: ○ statements of transactions ○ statements of accountability ○ collection schedules and vouchers ○ disbursement schedules and vouchers • vouchers • certificates of closed accounts • certificates of periodic settlements • general accounting ledgers • appropriation, apportionment, and allotment files • posting and control files				

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Business Management	Financial Management	04.3-011	Financial Transaction Records - All Other Copies	All other copies of records covered by NRRS Schedule 04.3-010.	Temporary. Destroy when business use ceases. [GRS 1.1-011] DAA-GRS-2013-0003-0002			09/001.0.B
Business Management	Financial Management	04.3-020	Records Supporting Compilation of Agency Financial Statements and Related Audit, and All Records of All Other Reports	Includes records such as: • schedules and reconciliations prepared to support financial statements • documentation of decisions re accounting treatments and issue resolutions • audit reports, management letters, notifications of findings, and recommendations • documentation of legal and management representations and negotiations • correspondence and work papers • interim, quarterly and other reports	Temporary. Destroy 2 years after completion of audit or closure of financial statement/accounting treatment/issue. [GRS 1.1-020] DAA-GRS-2013-0003-0011			09/014.1

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Business Management	Financial Management	04.3-030	Property, Plant, and Equipment (PP&E) and Other Asset Accounting	Records necessary for documenting the existence, acquisition, ownership, cost, valuation, depreciation, and classification of fixed assets such as real property, capitalized personal property, internal use software, equipment, and other assets and liabilities reported on an agency's annual financial statements (agency net worth or financial position), and non-capitalized but monitored PP&E, such as: • purchase orders and contracts • invoices • appraisals • costing and pricing data • transactional schedules • titles • transfer, acceptance and inspection records • asset retirement, excess and disposal records • plant account cards and ledgers pertaining to structures • correspondence and work papers May include copies of original records covered under other schedule items, such as General Accounting Ledgers and Expenditure Accounting Posting	Temporary. Destroy 10 years after asset is disposed of and/or removed from agency's financial statement. (10 years permitted by GRS flexibility) [GRS 1.1-030] DAA-0255-2012-0003	Exclusion: Records concerning a historically significant structure or other stewardship assets (for instance, the structure appears on the National Register of Historic Places), and not authorized for disposal. Agencies must submit a records schedule to NARA to cover these records or apply an existing schedule.		09/012.5

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				and Control Files (NRRS 04.3-010), Freight Files (NRRS 06.2-050), and records documenting acquisition of real property (NRRS 05.2-010).				
Business Management	Financial Management	04.3-040	Cost Accounting for Stores, Inventory, and Materials	Records providing accountability for receipt and custody of materials and showing accumulated cost data, including the direct and indirect costs of production, administration, and performance of program functions of the agency; such as: • invoices or equivalent papers used for inventory accounting purposes • inventory accounting returns and reports • working files used in accumulating inventory accounting data • plant account cards and	Temporary. Destroy when 3 years old. [GRS 1.1-040] DAA-GRS-2013-0003-0012			09/009.0.B

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				ledgers, other than those pertaining to structures • cost accounting reports and data • depreciation lists/costs • contractor cost reports re contractor-held-government-owned materials and parts • receiving, inspection, and acceptance documentation				
Business Management	Financial Management	04.3-050	R&D Program Status Reports (PSR) Cost/Schedules - Agency	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.	Permanent. Transfer to the National Archives when 30 years old. [DA: N1-255-94-2]			09/004.0.B
Business Management	Financial Management	04.3-051	R&D Program Status Reports (PSR) Cost/Schedules - Centers	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.	Temporary. Destroy 10 years after completion of project. [DA: N1-255-94-2] [DA: N1-255-09-1]			09/004.0.A NRCS: N 24-3

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Business Management	Financial Management	04.3-052	R&D Program Status Reports (PSR) Cost/Schedules - All other Copies	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.	Temporary. Destroy when no longer needed for reference or when 5 years old whichever is later. [DA: N1-255-94-2] [DA: N1-255-09-1]			09/004.0.C
Business Management	Financial Management	04.3-060	Payroll Program Administrative Records - Payroll Processor Correspondence and System Management Reports	Administrative correspondence between agency and payroll processor, and system reports used for agency workload or personnel management purposes.	Temporary. Destroy when 2 years old. [GRS 2.4-060] DAA-GRS-2016-0015-0006			09/017.0.C
Business Management	Financial Management	04.3-061	Payroll Program Administrative Records - Payroll System Fiscal Reports	Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration. Payroll system reports providing fiscal information on agency payroll.	Temporary. Destroy when 3 years old. [GRS 2.4-061] DAA-GRS-2023-0004-0001			09/017.0.G

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Business Management	Financial Management	04.3-070	Records Used to Calculate Payroll, Arrange Paycheck Deposit, and Change Previously Issued Paychecks	Includes: • additions to paychecks ◦ child care subsidies ◦ Internal Revenue Service form W-9 (Request for Taxpayer Identification Number) ◦ other additions • deductions from paychecks ◦ insurance ◦ retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.) ◦ flexible spending accounts, such as medical savings and dependent care assistance ◦ union dues ◦ Combined Federal Campaign ◦ garnishments (IRS form 668A—Notice of Levy—and similar records) ◦ Treasury bond purchases ◦ other deductions • authorizations for deposits into bank accounts • changes or corrections to previous transactions either at paying agency or payroll processor • Fair Labor Standards Act exemption worksheets	Temporary. Destroy 3 years after paying agency or payroll processor validates data. [GRS 2.4-010] DAA-GRS-2019-0004-0001			09/017.0.D
Business Management	Financial Management	04.3-080	Agency Payroll Record for Each Pay Period	Aggregate records documenting payroll disbursed in each pay period: base pay, additions to and deductions from pay, and	Temporary. Destroy when 56 years old. [GRS 2.4-040] DAA-GRS-2016-0015-0004			09/017.0.A.02

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				leave balances of all civilian employees within an agency or employing entity.				
Business Management	Procurement	04.4-00A	Procurement Records - Historically Significant	Selected case files (by the AA for Procurement) that set precedent or are unusual and pertain to purchases of spacecraft or major innovations in intra-atmospheric flight, high speed research aircraft, etc. Records created in the course of the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel series to be used by the Federal Government	Permanent. Transfer to the National Archives 10 years after final payment. [DA: N1-255-94-2]	See item 04.1-010 for list of examples of included records.		05/001.0.E.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Business Management	Procurement	04.4-010	Procurement Records - Procurement/Office of Record	Records created in the course of the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel series to be used by the Federal Government. Including: • contracts • Source Evaluation Board records • requisitions • purchase orders • interagency agreements • printing requisitions to the Government Printing Office • memoranda of agreement specifying a financial obligation • solicitations/requests for bids, quotations or proposals for contracts and competitive grants • proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants • legal and financial instruments such as bond and surety records • FAIR Act (A-76) records linked directly to specific procurement actions • credit card/purchase card/charge card statements and supporting documentation • vendor tax exemption records	Temporary. Destroy 6 years after final payment or cancellation. [GRS 1.1-010] DAA-GRS-2013-0003-0001			05/001.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• invoices • leases • recurring financial transactions such as utility and communications invoices • documentation of contractual administrative requirements submitted by contractors such as status reports • correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list • records of financing employee relocations				
Business Management	Procurement	04.4-011	Procurement Records - All Other Copies	All copies of records found in schedule 04.4-010 held in an office other than the office of primary responsibility.	Temporary. Destroy when business use ceases. [GRS 1.1-011] DAA-GRS-2013-0003-0002			05/001.0.G
Business Management	Procurement	04.4-012	Bids and Proposals Neither Solicited Nor Accepted	Bids and proposals that are both unsolicited and the subject of no further agency action.	Temporary. Destroy when no longer required for business use. [GRS 1.1-012] DAA-GRS-2016-0001-0001			05/001.0.F

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Business Management	Procurement	04.4-020	Small and Disadvantaged Business Utilization Records	Records maintained by offices of Small and Disadvantaged Business Utilization (offices of Small Business Programs in the Department of Defense) established pursuant to the Small Business Act (15 U.S.C. 644(k), as supplemented). Includes: • inquiries or assistance requests from industry or the general public regarding small business contracting, subcontracting, or other funding opportunities • materials negotiating and promoting small business contracting goals • records of outreach events such as workshops, conferences, specialized vendor outreach sessions, and award ceremonies • event evaluations, surveys, and other customer feedback • reviews of proposed agency acquisitions for bundling and small business contracting opportunities • spending management and goals • forecasting and studies • subcontracting and performance reports • data reported to and gathered from central reporting systems • program director's	Temporary. Destroy when 3 years old. [GRS 1.1-100] DAA-GRS-2018-0003-0002			05/016.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				recommendations to contracting officers regarding awards • complaints and responses to them • Small Business Administration requests or recommendations regarding set-aside of contracts or requirements or changes in acquisition strategies • records documenting receipt and referral of unsolicited proposals or small business capability statements containing proprietary or confidential contractor information • communications with the Small Business Administration Enforcement Ombudsman, per Public Law 104-121, section 30(b)(2) • correspondence				
Business Management	Procurement	04.4-030	Vendor and Bidder Information	Documentation of approved, suspended, and debarred vendors and bidders.	Temporary. Destroy 3 years after removal from approved status. [GRS 1.1-071] DAA-GRS-2016-0001-0005	Excludes vendors and bidders suspended or debarred for Drug-Free Workplace Act violations. See Item 04.4-031.		05/004.0.A
Business Management	Procurement	04.4-031	Vendor and Bidder Information - Drug Free Workplace Act Violations	Records of suspension and debarments of vendors and bidders for violation of the Drug-free Workplace Act.	Temporary. Destroy 5 years after removal from approved status. [GRS 1.1-070] DAA-GRS-2016-0001-0004			05/004.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Business Management	Procurement	04.4-040	Construction Contractors' Payroll Records	Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certificates, anti-kickback affidavits, and other related papers.	Temporary. Cutoff after license is no longer active. Destroy when 10 years old. [GRS 1.1-050] DAA-GRS-2013-0003-0003			05/020.0
Business Management	Grants and Cooperative Agreements	04.5-010	Grant and Cooperative Agreement Program Management Records	Records related to the coordination, implementation, execution, monitoring, and cooperative agreement programs.	Temporary. Destroy 3 years after final action is taken on the file. [GRS 1.2-010] DAA-GRS-2013-0008-0007	See NRRS Schedule 04.3 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.		05/037.0.B.02
Business Management	Grants and Cooperative Agreements	04.5-020	Grant and Cooperative Agreement Case Files - Successful Applications	Official record of successful applicant case files held in the office of record. Case files containing records relating to the individual grant or cooperative agreements. Records include, but are not limited to: • applications, forms, and budget documents • evaluation reports, panelist comments, review ratings or scores • Notice of Grant Award or equivalent and grant terms and conditions • state plans, if any (submissions from states that assure compliance with all applicable Federal statutes and regulations	Temporary. Destroy 10 years after final action is taken on file. [GRS 1.2-020] DAA-GRS-2013-0008-0001	See NRRS Schedule 04.3 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.		05/037.0.A.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				in effect with respect to the period for which the State receives funding) • amendment requests and actions, if any • periodic and final performance reports (progress, narrative, financial) • audit reports and/or other monitoring or oversight documentation • summary reports and the like				
Business Management	Grants and Cooperative Agreements	04.5-021	Grant and Cooperative Agreement Case Files - Unsuccessful Applications	Official record of unsuccessful applicant case files held in the office of record. Case files containing records relating to the individual grant or cooperative agreements. Records include, but are not limited to: • applications, forms, and budget documents • evaluation reports, panelist comments, review ratings or scores • Notice of Grant Award or equivalent and grant terms and conditions • state plans, if any (submissions from states that assure compliance with all applicable Federal statutes and regulations in effect with respect to the period for which the State receives funding)	Temporary. Destroy 3 years after final action is taken on files. [GRS 1.2-021] DAA-GRS-2013-0008-0006	See NRRS Schedule 04.3 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.		05/037.0.A.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• amendment requests and actions, if any • periodic and final performance reports (progress, narrative, financial) • audit reports and/or other monitoring or oversight documentation • summary reports and the like				
Business Management	Grants and Cooperative Agreements	04.5-022	Grant and Cooperative Agreement Case Files - All Other Copies	Copies of grant and cooperative agreement records used for administrative or reference purposes. Records include, but are not limited to: • applications, forms, and budget documents • evaluation reports, panelist comments, review ratings or scores • Notice of Grant Award or equivalent and grant terms and conditions • state plans, if any (submissions from states that assure compliance with all applicable Federal statutes and regulations in effect with respect to the period for which the State receives funding) • amendment requests and actions, if any • periodic and final performance	Temporary. Destroy when business use ceases. [GRS 1.2-022] DAA-GRS-2013-0008-0002	See NRRS Schedule 04.3 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.		05/037.0.A.03

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				reports (progress, narrative, financial) • audit reports and/or other monitoring or oversight documentation • summary reports and the like				
Business Management	Grants and Cooperative Agreements	04.5-030	Final Grant and Cooperative Agreement Products or Deliverables	The tangible result of a completed grant or cooperative agreement produced/delivered by the recipient to satisfy the purpose of the award. These are maintained separately from other program records and may include materials such as a report, study, or publication; conference paper and/or presentation; book, journal article, or monograph; training material, educational aid, or curriculum content; plan, process, or analysis; database or dataset; final architectural models; audio, video, or still photography; website content or other Internet component; documentation related to any other kind of final product or deliverable (for example, documentation about a physical structure or element such as a building; an instrument, device,	Temporary. Destroy when business use ceases. [GRS 1.2-030] DAA-GRS-2013-0008-0003	Note: Not all grants and cooperative agreements result in tangible products or deliverable. Some deliver series, assistance, training, or other intangible, though still measurable, outcomes. Note: If an organization believes certain program management, case files, and/or the final product or deliverable of a grant or cooperative agreement warrants permanent retention, contact the center records manager to propose a records schedule to cover those		05/037.0.C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				or prototype); software or computer code.		records. See NRRS Schedule 04.3 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.		
Business Management	Exchange Council	04.6-010	Employee Exchange Council Meeting Minutes	General meeting minutes of activities associated with the Employees Exchange.	Temporary. Destroy 6 months after election or initiation of new committee membership or when 3 years old, whichever occurs first. [DA: N1-255-94-2] [DA: N1-255-09-1]	PASR	SORN - NASA 10XROI	09/006.0.D.03

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Business Management	Exchange Council	04.6-050	NASA Exchange Employee Records	Records contained in this system are associated with individuals consisting of present and former employees of, and applicants for employment with, NASA Exchanges, Recreational Associations, Child Care and Educational Development Centers, and Employees' Clubs at NASA Centers; and members of or participants, including children and their parents, in NASA Exchange activities, child care centers, clubs and/or recreational associations. For present and past employees of the child care and educational development center programs, records relate to qualifications and personnel actions and determinations during their employment by the NASA Exchange. For current or former participants in Exchange-sponsored activities, child care centers, clubs and/or recreational associations, records include identification and other information facilitating enrollment in and administration of the activity and the proper care of the children. Records include personally identifiable information including health information for children, financial	Temporary. Destroy 5 years after employee or participant separation from the exchange affiliate. [DAA-0255-2014-0001]	PASR	SORN - NASA 10XROI	09/006.0.D.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				payment and credit records on participants with active accounts.				
Business Management	Exchange Council	04.6-051	NASA Exchange Employee Records - Unselected Applicants	Applications and associated material from individuals not selected for employment by NASA Exchanges, or by facilities or entities under Exchange purview.	Temporary. Destroy 90 days after employment position is filled. [DAA-0255-2014-0001]	PASR	SORN - NASA 10XROI	09/006.0.D.02
Business Management	Exchange Council	04.6-060	NASA Exchange Scholarship Recipient Records	Records of successful applicants for Exchange Scholarships, including data on the individuals, their education, financial background, and other related information.	Temporary. Maintain until completion of awarded scholarship and then destroy. [DA: N1-255-94-2] [DA: N1-255-09-1]	PASR	SORN - NASA 10XROI	09/006.0.D.04
Business Management	Exchange Council	04.6-061	NASA Exchange Scholarship Unsuccessful Applicant Records	Records of unsuccessful applicants for Exchange Scholarships, including data on the individuals, their education, financial background, and other related information.	Handle as permanent pending retention approval.	PASR	SORN - NASA 10XROI	09/006.0.D.05
Facilities and Real Estate	Real Property	05.1-010	GSA Real Property Reports	Records 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. Cutoff date is date of report.	Temporary. Destroy when 20 years old. [History Office may retain indefinitely for reference.] [DA: N1-255-00-1] [DA: N1-255-09-1]			08/048.0.C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Facilities and Real Estate	Real Property	05.1-020	Real Property Ownership Records	Abstract or certificate of title documenting Federal real property ownership, surveys, easements, rights-of-way, and chain of title for property the Government acquired after December 31, 1920, by purchase, condemnation, donation, exchange, or otherwise.	Temporary. Destroy after final action. [GRS 5.4-020] DAA-GRS-2023-0006-0001	Exclusion: Records relating to property acquired prior to January 1, 1921 are covered by 05.1-021. Exclusion: Reports of Excess Real Property (Standard Form 118) and associated real property case files. Use NRRS Item 05.1-040.		08/048.0.E.02
Facilities and Real Estate	Real Property	05.1-021	Real Property Ownership Records - pre 1921	Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), including any payment or voucher records. Papers for property acquired prior to January 1, 1921.	Permanent. Transfer to the National Archives after unconditional sale or release by the government. [DA: N1-255-94-3]			08/048.0.E.01 NRCS: N 18-1
Facilities and Real Estate	Real Property	05.1-030	Master Plans - Centers	Installation files (one copy of each revision should be maintained in the historical files for facilities management).	Permanent. Transfer to the National Archives 25 years after discontinuance of installation or facility. [DA: N1-255-00-1]			08/048.0.D.01
Facilities and Real Estate	Real Property	05.1-031	Master Plans - HQ	NASA Headquarters copy. Cutoff date is date of record.	Temporary. Retain for 3 years, then destroy when obsolete, superseded, or when 10 years old, whichever is sooner. [DA: N1-255-00-1] [DA: N1-255-09-1]			08/048.0.D.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Facilities and Real Estate	Real Property	05.1-040	Installation Records - Overall Campus Usage	Records consist 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; industrial facilities data; and real property disposal documents.	Permanent. Transfer to the National Archives 25 years after disposal of installation. [DA: N1-255-00-1]			08/048.0.B.01 NRCS: N 18-2
Facilities and Real Estate	Real Property	05.1-050	Installation Records - Overall Campus Design	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.	Permanent. Transfer to the National Archives 25 years after disposal of property. [DA: N1-255-00-1]			08/048.0.B.02 NRCS: N 18-12
Facilities and Real Estate	Real Property	05.1-060	Construction Studies - Unique Facilities	Studies relating to real property together with background papers showing inception, scope, and accomplishments. Intermediate and pre-final, and space plans of Federal structures and engineering projects. Cutoff date is date of record. Selected studies that are considered unique in character.	Temporary. Destroy when 30 years old. [DA: N1-255-00-1] [DA: N1-255-09-1]	These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Items 05.1-070 and 071.		08/048.0.A.01. A NRCS: N 18-4

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Facilities and Real Estate	Real Property	05.1-061	Construction Studies - Routine Facilities	Studies relating to real property together with background papers showing inception, scope, and accomplishments. Intermediate and pre-final, and space plans of Federal structures and engineering projects. Cutoff date is date of record. Routine studies of temporary nature.	Temporary. Retain for 3 years, then destroy when no longer needed for reference or when 10 years old, whichever is sooner. [DA: N1-255-00-1] [DA: N1-255-09-1]	These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Items 05.1-070 and 071.		08/048.0.A.01.B
Facilities and Real Estate	Real Property	05.1-070	Facility Design - Preliminary Design - Historically Significant Facilities	Preliminary design documents, drawings and models of architecturally, historically, or technologically significant facilities that are listed or considered eligible for individual listing, in the National Register of Historic Places. Records consist of 30% Design Package documents that contain the conceptual presentation and early design renderings, including floor plans, architectural renderings, building elevations, structural systems, assumptions, conceptual drawings, etc.	Permanent. Transfer to the National Archives with final design records upon facility disposal. [DAA-0255-2017-0009-0001]	Exception: If they are easily segregable, exclude records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC).		08/053.1.A
Facilities and Real Estate	Real Property	05.1-071	Facility Design - Final As Built - Historically Significant Facilities	Final As-Built drawings/specifications and calculations of final facility configuration after initial construction including any significant design changes to a	Permanent. Transfer to the National Archives upon Facility disposal. [DAA-0255-2017-0009-0002]	Exception: If they are easily segregable, exclude records of electricity, plumbing, communication services, and		08/053.1.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				facility's appearance or function for architecturally, historically, or technologically significant facilities listed, or eligible for individual listing in the National Register of Historic Places.		heating/ventilation/air conditioning (HVAC). Disposition per item 53.2.B below.		
Facilities and Real Estate	Real Property	05.1-080	Facility Design - Preliminary Design - Routine Facilities	Draft, preliminary, intermediate, working, and contract negotiation drawings. Architectural and engineering drawings of buildings and structures not critical to agency mission, including office buildings, storage sheds, parking lots, maintenance shops, and service structures.	Temporary. Destroy when superseded, when project terminates, or when no longer needed for business purposes. [GRS 5.4-050] DAA-0255-2017-0009-0002			08/053.2.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Facilities and Real Estate	Real Property	05.1-081	Facility Design - Final As Built - Routine Facilities	Final and as-built drawings, plans, and designs; and all other design records of buildings and structures not critical to agency mission, including office buildings, storage sheds, parking lots, maintenance shops, and service structures. Includes: • site maps and surveys • plot plans • structural drawings • architectural renderings • electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC) drawings • exterior delivery of utilities drawings • materials plans and drawings • minor routine part drawings such as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams • construction progress photographs • construction inspection reports • equipment location plans • paint plans and samples • furniture design and layout drawings and plans • space occupancy plans	Temporary. Destroy when superseded, or transfer to new owner, or destroy upon Facility disposal. [GRS 5.4-051] DAA-GRS-2016-0011-0006			08/053.2.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Facilities and Real Estate	Real Property	05.1-090	Construction Records - Historically Significant Facilities	Construction office files consisting of documents relating to project requests, including approval, establishing funds, schedules of accomplishments, progress, payments, and the finalization, intermediate, and prefinal, final working, “as built,” shop, repair and alteration, contract, and standard drawings, project specifications, with associated documents relating to their preparation of Federal structures and engineering projects. Records of new construction and architecturally, historically, and technologically significant facilities such as the Vehicle Assembly Building (VAB); Pads A & B; Space Station Facility; etc.	Permanent. Retain on-site for 3 years after completion of construction or until after final payment. Transfer to the National Archives 8 years after completion or final payment. [DA: N1-255-00-1]	Excludes final facility configuration records covered under NRRS Item 05.1-071.		08/048.0.A.02. A
Facilities and Real Estate	Real Property	05.1-091	Construction Records - Historically Significant Facilities - Photos/Video	Construction photos taken during the construction process consisting of in-progress, interim, and final shots of a facility AND NOT included in the official numbered installation photo collection. Imagery of architecturally, historically, and technologically significant facilities.	Permanent. File with the actual construction case file. Retain on-site for 3 years after completion of construction or until after final payment. Transfer to the National Archives 8 years after completion or final payment. [DA: N1-255-00-1]	Excludes final facility configuration records covered under NRRS items 05.1-070 and 080.		08/048.0.A.03. A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Facilities and Real Estate	Real Property	05.1-100	Construction Records - Routine Facilities	Construction office files consisting of documents relating to project requests, including approval, establishing funds, schedules of accomplishments, progress, payments, and the finalization, intermediate, and prefinal, final working, “as built,” shop, repair and alteration, contract, and standard drawings, project specifications, with associated documents relating to their preparation of Federal structures and engineering projects. Routine office/lab buildings/facilities.	Temporary. Retain on-site for 3 years after completion of construction or until after final payment. Destroy within one year after demolition of structure. [DA: N1-255-00-1] [DA: N1-255-09-1]	Excludes final facility configuration records covered under NRRS items 05.1-070 and 080.		08/048.0.A.02. B
Facilities and Real Estate	Real Property	05.1-120	Facility Work Authorization Packages - Approved	Work Authorization Packages For New or Modified Facilities Record copy of individual files, controlled by Work Authorization Package (WAP), pertaining to changes in configuration of physical structures, new or modified, and unique work activities on assigned facilities, systems and equipment within the contractual cost/scope limits provided to the Base Operations Contract. (Series includes both NASA-held and Contractor-held Government owned records.) Cutoff date for file is date of WAP document in	Temporary. Destroy when 20 years old. [DA: N1-255-00-1] [DA: N1-255-09-1]			08/048.0.B.04. A

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				file. These records are related to administration of the projects, but exclude final facility configuration files covered under NRRS Items 05.1-070 and 080. Approved WAPs.				
Facilities and Real Estate	Real Property	05.1-121	Facility Work Authorization Packages - Not Approved and Cancelled	Work Authorization Packages For New or Modified Facilities Record copy of individual files, controlled by Work Authorization Package (WAP), pertaining to changes in configuration of physical structures, new or modified, and unique work activities on assigned facilities, systems and equipment within the contractual cost/scope limits provided to the Base Operations Contract. (Series includes both NASA-held and Contractor-held Government owned records.) Cutoff date for file is date of WAP document in file. These records are related to administration of the projects, but exclude final facility configuration files covered under NRRS Items 05.1-070 and 080.	Temporary. Destroy when no longer needed or when 3 years old, whichever is later. [DA: N1-255-00-1] [DA: N1-255-09-1]			08/048.0.B.04. B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				Disapproved and cancelled WAPs.				
Facilities and Real Estate	Facilities Operations	05.2-010	Facility and Space Administrative and Operational Records	Records relating to administering and operating facilities, spaces, Federally owned and operated housing. Includes: • statistical and narrative reports • studies • requests for space using Standard Form 81 or equivalent • space assignments and directories • inventories of property, and furnishings • utility logs • related correspondence	Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate. [GRS 5.4-010] DAA-GRS-2016-0011-0001			08/047.0.A
Facilities and Real Estate	Facilities Operations	05.2-020	Facility, Space, and Equipment Inspection, Maintenance, and Service Records	Records documenting facility structure and long-term maintenance. Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property. Includes: • repair and maintenance work orders, requisitions, and related	Temporary. Destroy when 3 years old, superseded by next maintenance and inspection cycle, or no longer needed for contract performance, whichever is longer. [GRS 5.4-070] DAA-GRS-2016-011-0008			08/056.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				papers • maintenance and inspection logs and reports • job orders, service call records, and repair logs • work, shop, or job schedules				
Facilities and Real Estate	Facilities Operations	05.2-030	Lifting Equipment Design Records	Design records for review and approval of configuration changes such as certification packages, acceptance, inspection, and test records, including associated nonconformance and corrective actions for lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware and attached lifting equipment).	Temporary. Retain for the life of the equipment. Destroy 1 year after equipment disposal. [DAA-0255-2012-0002]			08/056.5.A.01
Facilities and Real Estate	Facilities Operations	05.2-031	Lifting Equipment Inspection and Test Records	Periodic inspection and test records of ad hoc and required period inspection and testing activities, including associated nonconformance and corrective actions of lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware and attached lifting equipment).	Temporary. Retain records of 2 inspection cycles; destroy records when second subsequent cycle is completed or when no longer needed, whichever is later. [DAA-0255-2012-0002]			08/056.5.A.02
Facilities and Real Estate	Facilities Operations	05.2-032	Lifting Equipment Servicing Records	Servicing records documenting maintenance and adjustment activities performed on lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting	Temporary. Destroy when 5 years old or when no longer needed, whichever is later. [DAA-0255-2012-0002]			08/056.5.A.03

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				hardware and attached lifting equipment).				
Facilities and Real Estate	Facilities Operations	05.2-033	Lifting Equipment Daily Operations Records	Equipment operator inspection records, such as checklists of pre-operation inspections completed by lifting equipment operators before daily use of the lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware and attached lifting equipment).	Temporary. Destroy when 3 months old or when no longer needed, whichever is later. [DAA-0255-2012-0002]			08/056.5.A.04
Logistics	Personal Property	06.1-010	Equipment, Stock, and Supply Administrative and Operational Records	Records relating to administering equipment, stocks, and supplies. • inventories of property, equipment furnishings, stock, and supplies; • related correspondence; • statistical and narrative reports; • studies; • reports of survey regarding lost, damaged, missing, or destroyed property; • requisitions for supplies and equipment; • records tracking supply and procurement requirements; • Found on station records	Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate. [GRS 5.4-010] DAA-GRS-2016-0011-0001	Exclusion: If records pertain to export control items, the records should be disposed of in accordance with NRRS 09.4-150 series, Export Control Program Records. Exclusion: Records of aircraft operations (NRRS Items 06.2-170 and 171 covers these). Exclusion: Records of supply and property procurement (NRRS Item 04.4-010 covers these).		04/003.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
						Note: Records in the Personal Property & Equipment database are not to be removed without approval of logistics management.		
Logistics	Personal Property	06.1-011	Controlled Inventory Records	Records relating to the management of controlled inventory. Including, but not limited to: • Reports on allotments • Inventories • Access records • Storage plans	Temporary. Destroy when 10 years old. [GRS 5.4-010] [DAA-GRS-2016- 0011-0001]			04/012.0
Logistics	Personal Property	06.1-012	Property Surveys Involving Pecuniary Liability	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.	Temporary. Destroy 10 years after date of action. [DA: N1-255-89-4] [DA: N1-255-09-1]	Note: Standard surveys of property are covered by NRRS item 06.1-010.		04/002.0 NRCS: N 17-26

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Logistics	Personal Property	06.1-020	Excess Personal Property and Equipment Records	Records created in the process of disposing of excess, surplus, or exchange/sale-eligible personal property or artifacts by reutilization, transfer, donation, sale, recycling, abandonment and/or destruction. Includes: • destruction certificates • excess property inventories and lists • lists and other records identifying approved receivers of excess property • receipts of transfer, donation, or sale	Temporary. Destroy 10 years after disposal of asset. [Retention meets NASA business needs per SMEs] [GRS 5.4-040] DAA-GRS-2016-0011-0004			04/009.0
Logistics	Personal Property	06.1-021	Contractor Excess Property Records	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.	Temporary. Destroy 3 years after year in which case is closed. [DA: N1-255-90-7] [DA: N1-255-09-1]	Exclusion: If records pertain to export control items, the records should be disposed of in accordance with NRRS 09.4-150 series, Export Control Program Records.		04/011.0
Logistics	Personal Property	06.1-022	GSA Excess Property Records	Copies of reports to GSA regarding excess personal property.	Temporary. Destroy when 3 years old. [GRS 5.4-040] DAA-GRS-2016-0011-0004			04/010.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Logistics	Personal Property	06.1-030	Stores, Inventory, and Materials Accounting	Records providing accountability for receipt and custody of materials including: • invoices or equivalent papers used for inventory accounting purposes • inventory accounting returns and reports • working files used in accumulating inventory accounting data • plant account cards and ledgers, other than those pertaining to structures • receiving, inspection, and acceptance documentation	Temporary. Destroy when 3 years old. [GRS 1.1-040] DAA-GRS-2013-0003-0012	Note: Records related to cost accounting of materials and inventory maintained by Finance is covered by NRRS item 04.3-040		04/005.0
Logistics	Personal Property	06.1-040	Property Passes	Property pass documents, authorizing removal of property from any NASA Centers. This includes hand receipts for materials loaned or issued for use and are to be returned.	Temporary. Destroy 3months after expiration or revocation. [GRS 5.6-040] DAA-GRS-2017-0006-0005	Exclusion: If records pertain to export control items, the records should be disposed of in accordance with NRRS 09.4-150 series, Export Control Program Records.		04/008.0.A
Logistics	Personal Property	06.1-050	Property Loan Agreement Records	Case files, including legal agreements, correspondence, and related records pertaining to temporary property loans. Loan agreements are with outside organizations, i.e., other Government agencies, educational institutions, individuals, profit and nonprofit	Temporary. Destroy 6 years after the end of the fiscal year in which the property was returned. <DA: N1-255-91-4> <DA: N1-255-09-1>	Exclusion: If records pertain to export control items, the records should be disposed of in accordance with NRRS 09.4-150 series, Export Control Program Records.		04/008.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				organizations, who are borrowing NASA property or who are loaning property to NASA at no cost.				
Logistics	Transportation, Fleet, and Freight	06.2-010	Mail Services Administrative and Operational Records	Records of internal mail room administration and operation. Includes: • agreements and related background data and other records related to mail maintained for administrative (not fiscal) use • records that document acquiring, installing, changing, removing, and servicing mail equipment • statistical reports on mail and package shipment volume and costs • related correspondence	Temporary. Destroy when 3 years old, or 3 years after applicable agreement is cancelled, as appropriate. [GRS 5.5-010] DAA-GRS-2016-0012-0001			04/016.0
Logistics	Transportation, Fleet, and Freight	06.2-020	Mail Services Control Records	Includes: • records that track shipment, routing, registration, certification, declared value, insurance, and receipt of incoming and outgoing mail, including overnight, express, special delivery, and specially tracked packages • messenger and courier service logs, assignment records and instructions, dispatch records, delivery receipts, route	Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable. [GRS 5.5-020] DAA-GRS-2016-0012-0002			04/017.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				schedules, and related records documenting messenger and courier service activity • reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper mail treatment • records that document requisitioning and receiving stamps and postage meter balances • documentation and tracking to intended destination of valuables (e.g. checks, cash, stamps, money orders, etc.) the agency receives by mail or private delivery/messenger • staff and office directories the agency uses to ensure correct mail and package delivery • mailing and contact lists a mailroom or similar office manages				
Logistics	Transportation, Fleet, and Freight	06.2-030	Metered Mail Records	Official metered mail reports such as GSA-1390A, “Quarterly Postage Mail Report / Record of Accountable Metered Mail Report, “ and all related papers.	Temporary. Destroy when 6 years old. [GRS 5.5-030] DAA-GRS-2016-0012-0003			04/019.0
Logistics	Transportation, Fleet, and Freight	06.2-040	Mail Misuse or Irregularities Records	Records about irregularities in the handling of mail. Includes, but is not limited to, postal irregularities reports.	Temporary. Destroy 3 years after final action. [GRS 5.6-050] DAA-GRS-2023-0007-0001			04/018.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Logistics	Transportation, Fleet, and Freight	06.2-050	Freight and Shipping Financial Transaction Records	Financial Transaction Records Related to Freight and Shipping Including records such as: • Bills of Lading • Commercial Freight Vouchers See NRRS Schedule 04.3-010 for additional details.	Temporary. Destroy 6 years after final payment or cancellation. [GRS 1.1-010] DAA-GRS-2013-0003-0001			04/023.0
Logistics	Transportation, Fleet, and Freight	06.2-060	Lost, Destroyed, or Damaged Shipment Records	Records documenting shipment of valuables under the Government Losses in Shipment Act, including consignee and carrier identification; shipment description; value or replacement value declaration, and registry or lock number; date and time of delivery; registry and carrier receipts; shipment notice; shipment inspection; report of loss, destruction, or damage; and claim for replacement.	Temporary. Destroy when 6 years old. [GRS 5.5-040] DAA-GRS-2016-0012-0004			04/025.0
Logistics	Transportation, Fleet, and Freight	06.2-070	Export Control Shipping Records	Individual export control transaction case records held by transportation or shipping offices that are related to items sent to foreign persons or foreign destinations.	Temporary. Destroy 5 years after date of transaction. [DAA-0255-2017-0010]			02/007.5.B.03
Logistics	Transportation, Fleet, and Freight	06.2-080	Shipment of Hazardous and Radioactive Materials Records	Shipping forms and all related records concerning the shipment of hazardous/toxic wastes and radioactive materials.	Temporary. Destroy when 13 years old. [DA: N1-255-89-4] [DA: N1-255-09-1]	Note: Waste manifests for hazardous materials maintained for environmental management purposes		04/026.0 NRCS: N 21-10

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
						are covered by NRRS item 7.1-070.		
Logistics	Transportation, Fleet, and Freight	06.2-090	Motor Carriers Explosives Operating Authority Records	Correspondence and related documents with commercial carriers concerning their facilities and procedures for transporting explosives and other dangerous articles.	Temporary. Destroy 2 years after authority is superseded or rescinded. [DA: N1-255-89-4] [DA: N1-255-09-1]			04/027.0 NRCS: N 22-12
Logistics	Transportation, Fleet, and Freight	06.2-100	Highway Movement Permits	Documents relating to permits obtained from pertinent state and local authorities for vehicular movements exceeding legal weight or dimension limitation, movement of hazardous waste/radioactive materials, or other legal requirements. Included are permits; documents reflecting such data as type of equipment, gross weight, axle or truck loads, height, width, and length; origin and destination of movement; nature of cargo; similar documents and related correspondence. Also see items 06.2-080 and 090 of this schedule.	Temporary. Destroy 3 years after completion of move. [DA: N1-255-89-4] [DA: N1-255-09-1]			04/028.0 NRCS: 22-15

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Logistics	Transportation, Fleet, and Freight	06.2-110	Vehicle Administrative and Operations Records	Records relating to administering and operating vehicles. Includes: • related correspondence; • statistical and narrative reports; • studies; • records scheduling dispatching vehicles, monitoring use, and reporting use.	Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate. [GRS 5.4-010] DAA-GRS-2016-0011-0001			N/A
Logistics	Transportation, Fleet, and Freight	06.2-120	Vehicle Equipment Ownership Records and Operations Manuals	Vehicle and equipment identification, registration, and warranty records, manuals and similar documentation, whether produced locally or by the manufacturer.	Temporary. Destroy after final action. [GRS 5.4-030] DAA-GRS-2023- 0006-0002	Note: Ownership records may be transferred to a new owner, if applicable.		04/033.0
Logistics	Transportation, Fleet, and Freight	06.2-130	Motor Vehicle and Vessel Inspection, Maintenance, and Service Records	Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes: • work orders, service and repair requisitions, and logs • descriptions of provided service and repair, and related papers	Temporary. Destroy when 3 years old, or until no longer needed for NASA business use, whichever is later. Transfer of extant records to new owner at sale or donation is authorized. [GRS 5.4-090] DAA-GRS-2016-0011-0011			04/030.0
Logistics	Transportation, Fleet, and Freight	06.2-140	Vehicle and Heavy Equipment Operator Records	Records of individual employee operation of Government-owned vehicles and equipment, including tests, certifications, use authorization, safe driving/use awards, and related records.	Temporary. Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.			04/032.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
					[GRS 5.4-110] DAA-GRS-2016-0011-0014			
Logistics	Transportation, Fleet, and Freight	06.2-150	Vehicle and Vessel Accident and Incident Records	Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including: • Standard Form 91, Motor Vehicle Accident Report • Standard Form 94, Statement of Witness • Standard Form 95, Claim for Damage, Injury, or Death • copies of investigative reports (see Exclusion for original investigative reports)	Temporary. Destroy 3 years after case is closed. [GRS 5.4-140] DAA-GRS-2016-0011-0017	Note: This schedule covers records maintained by fleet management. Mishap investigation and reporting records maintained by Safety are covered by NRRS items 14.1-030 and 031.	SORN - NASA 10PATS	04/029.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Logistics	Transportation, Fleet, and Freight	06.2-160	Aircraft Inspection, Maintenance, and Modification Records	Records documenting general maintenance and inspection of and modifications to aircraft, aircraft components, engines, propellers, instruments, and accessories regarding: • servicing, manufacturing, rebuilding and testing equipment • classifying material’s condition status • preventive maintenance • aircraft or equipment configuration and material alteration • logistics services Includes records such as: • technical and non-technical correspondence • maintenance manuals • documentation of mechanical defects and evidence of repair • annotated manuals or manuals different from those the manufacturer issued • bulletins directing specific inspections and records of action • logbooks • diagnostic checkouts • spot check inspections • maintenance requests	Temporary. Destroy 6 years after disposing of aircraft or removing equipment from inventory. [GRS 5.4-100] DAA-GRS-2016-0011-0013	Exclusion: Maintenance manuals of unique or customized aircraft are covered by NRRS item 06.2-161.		07/026.0.C.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Logistics	Transportation, Fleet, and Freight	06.2-161	Unique Aircraft Maintenance Manuals	Maintenance manuals for unique or customized aircraft as excluded by 06.2-160 (GRS 5.4-100).	Temporary. Destroy 6 years after disposing of aircraft or transfer manual to new owner upon sale or transfer. [DAA-0255-2024-0004-0001]			07/025.0.B
Logistics	Transportation, Fleet, and Freight	06.2-170	Aircraft Operational Support Records	Records that document logistical support relating to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services. Also included are comments on regulations, directives and other records regarding logistics, management improvement reports, cost reduction reports, requests for substantive information regarding logistics, and aircraft inventories.	Temporary. Destroy when 6 years old. [GRS 5.4-130] DAA-GRS-2016-0011-0016			07/026.0.B
Logistics	Transportation, Fleet, and Freight	06.2-171	Aircraft Flight Operations Records	Records of day-to-day aircraft operations documenting flight requests, departures, takeoffs, destinations, and passengers; flight orders, flight plans, load manifests, dispatch releases, flight logs, and similar records.	Temporary. Destroy when 3 years old. [GRS 5.4-120] DAA-GRS-2016-0011-0015			07/026.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Environmental	General Environmental	07.1-010	Environmental Management - General Activities - Significant Correspondence	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Significant correspondence and supporting documents	Temporary. Cutoff annually. Destroy 10 years after cutoff or when no longer needed, whichever is later. See Note. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.		08/023.5.A.01
Environmental	General Environmental	07.1-011	Environmental Management - General Activities - Routine Correspondence	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.	Temporary. Cutoff annually. Destroy 3 years after cutoff. See Note. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.		08/023.5.A.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				General/routine correspondence				
Environmental	General Environmental	07.1-020	Environmental Management - General Activities - Baseline Documents that are Periodically Updated	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Baseline documents produced internally or received from external sources (e.g., life-cycle assessments, Initial Baseline Tank Integrity Testing Reports, Environmental Resource Documents, noise measurements, etc.) that are periodically updated.	Temporary. Cutoff annually. Destroy 3 years after cutoff. See Note. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.		08/023.5.A.03.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Environmental	General Environmental	07.1-021	Environmental Management - General Activities - Baseline Documents that are Static	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Baseline documents produced internally or received from external sources (e.g., life-cycle assessments, Initial Baseline Tank Integrity Testing Reports, Environmental Resource Documents, noise measurements, etc.) that are NOT periodically updated.	Temporary. Cutoff annually. Destroy 3 years after cutoff or when no longer needed, whichever is later. [DA: N1-255-10-5]			08/023.5.A.03.B
Environmental	General Environmental	07.1-030	Environmental Management - General Activities - Recurrent and Periodic Reports	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including,	Temporary. Cutoff annually. Destroy 3 years after cutoff. See Note. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.		08/023.5.A.04

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Recurrent and periodic reports (e.g., daily and monthly), such as SARA 313.				
Environmental	General Environmental	07.1-031	Environmental Management - General Activities - Annual, Final, and Summary Reports	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Annual, final and summary reports, such as SARA 311/312.	Temporary. Cutoff annually. Destroy after 25 years or when no longer needed, whichever is later. See also Note 3. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.		08/023.5.A.05
Environmental	General Environmental	07.1-040	Chemical Inventory	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state	Temporary. Destroy after second periodic update of master list. See Note. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local		08/023.5.A.06

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Chemical inventory		statutes and regulations.		
Environmental	General Environmental	07.1-050	Safety Data Sheets	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Safety data sheets (SDS)	Temporary. Destroy 75 years after either material is no longer used at the Installation or the SDS is superseded, whichever comes first. [DA: N1-255-10-5]			08/023.5.A.07
Environmental	General Environmental	07.1-060	Asbestos, Radioactive, and Hazardous Material Inspection, Monitoring,	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state	Temporary. Cutoff annually. Destroy with concurrence of Center or NASA Counsel's Office 75 years after cutoff or when no			08/023.5.A.08

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
			and Corrective Actions Records	and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Asbestos and radioactive and hazardous material inspection, monitoring, and corrective actions.	longer needed, whichever is later. [DA: N1-255-10-5]			
Environmental	General Environmental	07.1-070	Waste Manifests	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Waste manifests	Temporary. Cutoff annually. Destroy with concurrence of Center or NASA Counsel's Office 75 years after cutoff or when no longer needed, whichever is later. [DA: N1-255-10-5]			08/023.5.A.09

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Environmental	General Environmental	07.1-080	Environmental Plans and Procedures	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Plans and procedures (e.g. Spill Prevention, Control & Countermeasure Plan; etc.)	Temporary. Destroy 5 years after issuance of a new plan or procedure. See Note. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.		08/023.5.A.10
Environmental	General Environmental	07.1-090	General Environmental Permits and Applications Records	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.	Temporary. Destroy after second reissuance of permit or 10 years after permit expires or is cancelled. See Note. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.		08/023.5.A.11

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				Permits and application packets				
Environmental	General Environmental	07.1-100	General Environmental Agreements	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Agreements with Federal, state and local environmental agencies that are not permits but impose obligations upon NASA (e.g., Memoranda of Agreement).	Temporary. Destroy with concurrence of Center or NASA Counsel’s Office 5 years after agreement expires or is canceled or superseded, or when no longer needed, whichever is later. [DA: N1-255-10-5]			08/023.5.A.12

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Environmental	General Environmental	07.1-110	Environmental Management System Records - Periodically Updated	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. Environmental Management System records (e.g., Environmental Functional Review reports). Documents periodically updated	Temporary. Destroy 3 years after superseded or when no longer needed, whichever is later. [DA: N1-255-10-5]			08/023.5.A.13. A
Environmental	General Environmental	07.1-111	Environmental Management System Records -Static	Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an	Temporary. Cutoff annually. Destroy 3 years after cutoff or when no longer needed, whichever is later. [DA: N1-255-10-5]			08/023.5.A.13. B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				incident or proposed or existing specific project, program, or incident. Environmental Management System records (e.g., Environmental Functional Review reports). Documents not periodically updated				
Environmental	Environmental Projects and Incidents	07.2-010	Specific Environmental Program, Project, and Incidents - Historically Significant	Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities. Records vital to understanding programs, projects, and incidents	Permanent. Transfer to the National Archives 7 years after program, project, or incident closes. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations. Note: For facilities projects and programs, the close of the project or program occurs at the transfer or disposal of the facility. For missions and flight programs and projects, the close of the program or project occurs when the activity no longer has the potential for measurable environmental effect		08/023.5.B.01.A 08/023.5.B.02.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				whose impact on the environment is such that some knowledge about them will always be of value from start to finish. Including, but not limited to: • Significant correspondence • Environmental Assessment (EA) Permit Applications • Environmental Impact Statement (EIS) Permits • Environmental impact assessments • Summary (e.g. quarterly, annual) and final reports • Finding of No Significant Impact (FONSI) • Analytical reports • Determination of historic significance and supporting documentation • Statement of Work (SOW) • Record of Decision (ROD) • Waste Manifests		on the Earth or its atmosphere. For incidents (primarily remediation activities), the close of the incident occurs when active remediation and any required monitoring have been completed and final approvals from regulators have been obtained.		

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Environmental	Environmental Projects and Incidents	07.2-020	Specific Environmental Program, Project, and Incidents - Long Term Impact	Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities. Records vital to understanding projects and incidents with long-term environmental impact, such as hazardous waste disposal, from start to finish. Including but not limited to: • Significant correspondence • Environmental Assessment (EA) Permit Applications • Environmental Impact Statement (EIS) Permits • Environmental impact assessments	Temporary. Destroy 75 years after program, project or incident closes, or when the office of General Counsel determines records are no longer needed, whichever is later. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations. Note: For facilities projects and programs, the close of the project or program occurs at the transfer or disposal of the facility. For missions and flight programs and projects, the close of the program or project occurs when the activity no longer has the potential for measurable environmental effect on the Earth or its atmosphere. For incidents (primarily remediation activities), the close of the incident occurs when active remediation and any required monitoring have been completed and final approvals from		08/023.5.B.01.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• Summary (e.g. quarterly, annual) and final reports • Finding of No Significant Impact (FONSI) • Analytical reports • Determination of historic significance and supporting documentation • Statement of Work (SOW) • Record of Decision (ROD)		regulators have been obtained.		
Environmental	Environmental Projects and Incidents	07.2-021	Specific Environmental Program, Project, and Incidents - Waste Manifests	Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function	Temporary. Cut off annually. Destroy with concurrence of Center or NASA Counsel's Office 75 years after cutoff or when no longer needed, whichever is later. [DA: N1-255-10-5]	Excludes waste manifests of historically significant environmental programs, projects, and incidents. Use NRRS Schedule 07.2-010. Excludes waste manifests from on-going environmental monitoring. Use NRRS Schedule 07.1-070.		08/023.5.B.02. B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities. Waste manifests from programs, projects, and incidents described in 07.2-020 and 07.2-030.				
Environmental	Environmental Projects and Incidents	07.2-030	Specific Environmental Program, Project, and Incidents - Routine and Recurrent	Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities. Records vital to understanding project/incident start to finish of routine and recurrent projects	Temporary. Destroy when 10 years old. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.		08/023.5.B.01.C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				and incidents (e.g., Record of Environmental Consideration associated with a Categorical Exclusion, records related to minor spills of hazardous materials or waste). Including, but not limited to: • Significant correspondence • Environmental Assessment (EA) Permit Applications • Environmental Impact Statement (EIS) Permits • Environmental impact assessments • Summary (e.g. quarterly, annual) and final reports • Finding of No Significant Impact (FONSI) • Analytical reports • Determination of historic significance and supporting documentation • Statement of Work (SOW) • Record of Decision (ROD)				
Environmental	Environmental Projects and Incidents	07.2-040	Specific Environmental Program, Project, and Incidents - Permits and Application Records	Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and	Temporary. Destroy after second reissuance of permit or 10 years after permit expires or is cancelled. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.		08/023.5.B.03

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities. Permits and application packets.				
Environmental	Environmental Projects and Incidents	07.2-050	Specific Environmental Program, Project, and Incidents - Agreements with Governmental Environmental Agencies	Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities. Agreements with Federal, state	Temporary. Destroy with concurrence of Center or NASA Counsel's Office 5 years after agreement expires or is canceled or superseded, or when no longer needed, whichever is later. [DA: N1-255-10-5]			08/023.5.B.04

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				and local environmental agencies that are not permits but impose obligations upon NASA (e.g., Memoranda of Agreement).				
Environmental	Environmental Projects and Incidents	07.2-060	Specific Environmental Program, Project, and Incidents - Routine Administrative Records	Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities. Records not vital to long-term understanding of the program/project/incident start to finish. Records include, but are not limited to administrative records, such as:	Temporary. Destroy when 10 years old. [DA: N1-255-10-5]	Note: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.		08/023.5.B.05

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• General correspondence • Work Plans • Studies summarized in reports • Raw data • Recurrent reports (such as daily or monthly) • EA or EIS Administrative Record packet				
Protective Services	Protective Services Operations	08.1-001	Protective Services Administrative Records	Records about routine facility security, protective services, and personnel security program administration. Includes: • administrative correspondence • reports, including status reports on cleared individuals • staffing level and work planning assessments, such as guard assignment records • administrative subject files	Temporary. Destroy when 3 years old. [GRS 5.6-010] DAA-GRS-2021-0001-0001			01/096.0.C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Protective Services	Protective Services Operations	08.1-010	Facility Security Management Operations Records	Records about detecting potential security risks, threats, or prohibited items carried onto Federal property or impacting assets, including records documenting access control, screening, patrol and response, and control center operations. Includes: • control center key or code records • registers of patrol and alarm services • service reports on interruptions and tests • emergency alarm contact call lists • temporary identification cards • correspondence or lists of facility occupants authorized to enter with a prohibited or controlled item on an identified date • round and perimeter check reports, including facility patrol tour data • surveillance records * recordings of protective mobile radio transmissions * video surveillance recordings * closed circuit television (CCTV) records • door slip summaries	Temporary. Destroy when 30 days old. [GRS 5.6-090] DAA-GRS-2021-0001-0003		SORN - NASA 10SECR	01/100.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Protective Services	Protective Services Operations	08.1-020	Protective Services Uniform and Equipment Tracking Records	Records tracking uniforms and equipment issued to security personnel, including: • firearms (type, serial number, manufacturer, caliber, firearm registration date, storage location data, etc.) • communication devices issued to security personnel such as mobile radios and walkie-talkies • body armor such as bullet-proof vests • police baton and holder • handcuffs and keys	Temporary. Destroy 3 months after return of equipment. [GRS 5.6-030] DAA-GRS-2021-0001-0002			01/106.0.D
Protective Services	Protective Services Operations	08.1-030	Firearms Acquisitions Records	Records of acquisitions of firearms.	Temporary. Destroy 1 year after firearm is destroyed or transferred. [DA: N1-255-94-1] [DA: N1-255-09-1]			01/106.0.A NRCS: N 12-10
Protective Services	Protective Services Operations	08.1-031	Firearms Certification Records	Certificate to carry firearms.	Temporary. Destroy 1 year after termination of certificate. [DA: N1-255-94-1] [DA: N1-255-09-1]			01/106.0.B NRCS: N 12-11
Protective Services	Protective Services Operations	08.1-032	Firearms Qualifications and Training Records	Data relating to individual qualifications, training, and maintenance of proficiency in the use of firearms.	Temporary. Cutoff after termination of individual. Destroy 5 years after cutoff. [DA: N1-255-94-1] [DA: N1-255-09-1]			01/106.0.C NRCS: N 12-12

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Protective Services	Protective Services Operations	08.1-040	Canine Service Records	Records documenting acquisition, training, activities, care, retirement or death of canine partners.	Temporary. Destroy 3 years after the end of the canine's service. [GRS 5.6-160] DAA-GRS-2023-0007-0003			01/100.5
Protective Services	Protective Services Operations	08.1-050	Unclaimed Personal Property Records - Over \$500	Records accounting for non-Government, personally owned property lost, abandoned, unclaimed, or believed stolen on premises owned or leased by the Federal Government. Records for property valued over \$500. Includes: - lost-and-found logs and release forms - loss statements - receipts - reports	Temporary. Destroy when 3 years old or 3 years after the date title to the property vests in the government. [GRS 5.6-060] DAA-GRS-2017-0006-0007			01/105.3.A
Protective Services	Protective Services Operations	08.1-051	Unclaimed Personal Property Records - Under \$500	Records accounting for non-Government, personally owned property lost, abandoned, unclaimed, or believed stolen on premises owned or leased by the Federal Government. Records for property valued at \$500 or less. Includes: lost-and-found logs and release forms	Temporary. Destroy 30 days after the property is found. [GRS 5.6-061] DAA-GRS-2017-0006-0008			01/105.3.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• loss statements • receipts • reports				
Protective Services	Protective Services Operations	08.1-060	Protective Services Critical Incident Case Files	Case files for criminal investigation of critical incidents, offenses, and citation reports. Includes death from suicide, natural causes, and traffic fatalities; sex-related crimes involving violence or force (actual or implied), threats, or weapons; arson; bombing; kidnapping; attempted arson, bombing, kidnapping, homicide and suicide; any crime or incident resulting in grievous bodily harm to any person; and cases identified for extended retention by the NASA Protective Services Office. Grievous bodily harm is defined as the loss of a limb, permanent loss of any senses (sight, hearing, etc.), any fractured bones, or permanent damage to any body organ. Records resulting from criminal	Temporary. Cutoff file after case closes. Destroy 45 years after cutoff. [DA: N1-255-07-2]	Excludes investigation records of the Inspector General which are covered under NRRS Schedule 17.1.	SORN - NASA 10SECR	01/097.5.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				investigations related to crimes against NASA personnel or property, or related to any criminal investigative activity, Law Enforcement actions, or Law Enforcement documented incidents that occur on NASA property.				
Protective Services	Protective Services Operations	08.1-061	Protective Services Serious Incident Case Files	Case files for criminal investigation of serious incidents not meeting the criteria for Item 08.1-060 but which involve violence (or the threat of violence) resulting in serious bodily harm, or theft of government, contractor, or personal property. Serious bodily harm is defined as any injuries not meeting the criteria for grievous bodily harm, but requires medical transport, and can involve injury not requiring hospitalization. Also includes burglary, workplace violence, alcohol/drug related offenses, weapons violations, non-fatal traffic accidents, and suspicious incidents. Records resulting from criminal investigations related to crimes against NASA personnel or property, or related to any criminal investigative activity,	Temporary. Cutoff file after case closes. Destroy 25 years after cutoff. [DA: N1-255-07-2]	Excludes investigation records of the Inspector General which are covered under NRRS Schedule 17.1.	SORN - NASA 10SECR	01/097.5.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				Law Enforcement actions, or Law Enforcement documented incidents that occur on NASA property.				
Protective Services	Protective Services Operations	08.1-062	Protective Services Routine Incident Case Files	Records documenting routine accidents and incidents occurring on, in, or at Government-owned or -leased facilities, vehicles (land, water, and air) and property used by Federal agencies. Includes: • statements of witnesses • warning notices • records about arrests, commitments, and traffic violations • accident and incident reports • law enforcement agency requests for information	Temporary. Destroy 3 years after final action. [GRS 5.6-100] DAA-GRS-2023-0007-0002	Exclusion: Critical and serious accident and incidents as described in NRRS Items 08.1-060 and 061.	SORN - NASA 10SECR	01/097.5.C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Protective Services	Protective Services Operations	08.1-070	Continuity Planning and Related Emergency Planning Records	Records may include: • records on continuity and emergency planning administrative and operational activities: * briefing materials and presentations * status reports * files documenting policy or plan development, including policy studies * procedures, operational manuals, and related development records * implementation guidance * related correspondence * Memorandum (s) of Understanding * Delegations of Authority/Orders of Succession • continuity plans or directives and supporting documentation, including but not limited to: * Continuity of Operations (COOP) plans * Devolution Plans * Pandemic Influenza Plans • records on continuity or emergency tests or exercises and results of their effectiveness	Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable. [GRS 5.3-010] DAA-GRS-2016-0004-0001			01/002.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Protective Services	Protective Services Operations	08.1-071	Employee Emergency Contact Information	Records used to account for and maintain communication with personnel during emergencies, office dismissal, and closure situations. Records include name and emergency contact information such as phone numbers or addresses. Records may also include other information on employees such as responsibilities assigned to the individual during an emergency situation.	Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee. [GRS 5.3-020] DAA-GRS-2016-0004-0002			01/002.5
Protective Services	Protective Services Operations	08.1-080	Interagency Security Committee Member Records	Records are agency copies of committee records documenting the administration, operation, and decisions of the committee. Includes: • agendas • meeting minutes • best practice and standards documents • funding documents for security countermeasures	Temporary. Destroy when 10 years old. [GRS 5.6-070] DAA-GRS-2017-0006-0009			01/096.0.D
Protective Services	Protective Services Operations	08.1-090	Industrial Security Records	Documents relating to the security requirements of contracts as part of the National Industrial Security Program.	Temporary. Destroy 3 years after contract close or when no longer needed, whichever is later. [DAA-0255-2022-0003-0002]			01/113.0

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Protective Services	Protective Services Operations	08.1-100	Insider Threat Administrative and Operations Records	Records about insider threat program and program activities. Includes: • correspondence related to data gathering • briefing materials and presentations • status reports • procedures, operational manuals, and related development records • implementation guidance • periodic inventory of all information, files, and systems owned • plans or directives and supporting documentation, such as: - o independent and self-assessments - o corrective action plans - o evaluative reports	Temporary. Destroy when 7 years old. [GRS 5.6-210] DAA-GRS-2017-0006-0028	Exclusion: Mandatory employee training about insider threats is covered by NRRS item 03.2-100 series.		01/108.2.A
Protective Services	Protective Services Operations	08.1-110	Insider Threat Inquiry Records	Records about insider threat program inquiries initiated or triggered due to derogatory information or occurrence of an anomalous incident. Includes initiated and final reports, referrals, and associated data sets.	Temporary. Destroy 25 years after close of inquiry. [GRS 5.6-220] DAA-GRS-2017-0006-0029	Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.		01/108.2.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Protective Services	Protective Services Operations	08.1-120	Insider Threat Information Records	Data collected and maintained by insider threat programs undertaking analytic and risk-based data collection activities to implement insider threat directives and standards. Data collected and maintained by insider threat programs undertaking analytic and risk-based data collection activities to implement insider threat directives and standards. Includes, but is not limited to: • Counterintelligence and security information - o personnel security files - o polygraph examination reports - o facility access records, including visitor records - o security violation files - o travel records - o foreign contact reports - o financial disclosure filings - o referral records - o intelligence records • Information assurance information - o personnel usernames and aliases - o levels of network access - o levels of physical access - o enterprise audit data which is user attributable - o unauthorized use of removable	Temporary. Destroy when 25 years old. [GRS 5.6-230] DAA-GRS-2017-0006-0030	Exclusion: Case files of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.	• Human resources information - o personnel files - o payroll and voucher files - o outside work and activities requests - o disciplinary files - o personal contact records - o medical records/data • Investigatory and law enforcement information - o statements of complainants, informants, suspects, and witnesses - o agency, bureau, or department data • Public information - o court records - o private industry data - o personal biographical and identification data, including U.S. Government name check data - o generic open source and social media data	01/108.2.C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				media o print logs Additional included records continue in "Content Types/Description Continued" column.				
Protective Services	Protective Services Operations	08.1-121	Insider Threat User Activity Monitoring Data	User attributable data collected to monitor user activities on a network to enable insider threat programs and activities to: identify and evaluate anomalous activity involving National Security Systems (NSS), identify and assess misuse (witting or unwitting), or exploitation of NSS by insiders, support authorized inquiries and investigations	Temporary. Destroy when 10 years old or if inquiry, 25 years after inquiry close. [Retention meets NASA business need per SMEs.] [GRS 5.6-240] DAA-GRS-2017-0006-0031	Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules. Legal authority: CNSSD		01/108.2.D

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						No. 504, 4 February 2014		
Protective Services	Physical Security and Access	08.2-010	Personal Identification Credentials Application and Activation Records	Applications and supporting documentation, such as chain-of-trust records, for identification credentials. Mandatory and optional data elements housed in the agency identity management system and printed on the ID card or encoded to the ID card. Includes: • application for identification card • a log of activities that documents who took the action, what action was taken, when and where the action took place, and what data was collected • lost or stolen credential documentation or police report Records about credential badges (such as smart cards) that are (1) based on the HSPD-12 standards for identification cards issued to Federal employees, contractors, and affiliates, and (2) used to verify the identity of individuals	Temporary. Destroy 6 years after the end of an employee or contractor’s tenure. [GRS 5.6-120] DAA-GRS-2021-0001-0005			01/105.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				seeking physical access to Federally controlled Government facilities, and logical access to Government information systems. Also referred to as Common Access Cards (CAC) cards, Personal Identity Verification (PIV) cards, and Homeland Security Presidential Directive 12 (HSPD-12) credentials.				
Protective Services	Physical Security and Access	08.2-011	Personal Identification Credential Cards	Identification Cards Records about credential badges (such as smart cards) that are (1) based on the HSPD-12 standards for identification cards issued to Federal employees, contractors, and affiliates, and (2) used to verify the identity of individuals seeking physical access to Federally controlled Government facilities, and logical access to Government information systems. Also referred to as Common Access Cards (CAC) cards, Personal Identity Verification (PIV) cards, and Homeland Security Presidential Directive 12 (HSPD-12) credentials.	Temporary. Destroy immediately upon expiration, confiscation, or return. [GRS 5.6-121] DAA-GRS-2017-0006-0017			01/105.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Protective Services	Physical Security and Access	08.2-020	Temporary and Local Facility Identification and Card Access Records	Temporary employee, contractor, and occasional visitor facility and network identification access card and identity management system records. Identification verification credentials issued by facility or building managers to provide local verification credentials and cards issued by facility or building managers to provide local identification and access. Includes: • temporary identification cards issued to temporary employees, contractors, and occasional visitors who do not meet the FIPS 201 Standard requirements for PIV issuance • supplemental cards issued to access elevators • personnel identification records stored in an identity management system for temporary card issuance • parking permits	Temporary. Destroy upon immediate collection once the temporary credential or card is returned for potential reissuance due to nearing expiration or not to exceed 6 months from time of issuance or when individual no longer requires access, whichever is sooner. [GRS 5.6-130] DAA-GRS-2021-0001-0006			01/105.1
Protective Services	Physical Security and Access	08.2-030	Visitor Processing Records - High Security Areas	Registers or logs recording names of outside contractors, service personnel, foreign national and other visitors, employees admitted to areas, and report on vehicles and passengers. Areas requiring highest level security awareness.	Temporary. Destroy when 5 years old. [GRS 5.6-110] DAA-GRS-2017-0006-0014		SORN - NASA 10SECR	01/114.0.A.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Protective Services	Physical Security and Access	08.2-031	Visitor Processing Records - Routine Security Areas	Registers or logs recording names of outside contractors, service personnel, foreign national and other visitors, employees admitted to areas, and report on vehicles and passengers. All other facility security areas.	Temporary. Destroy when 2 years old. [GRS 5.6-111] DAA-GRS-2017-0006-0015		SORN - NASA 10SECR	01/114.0.A.02
Protective Services	Physical Security and Access	08.2-040	Key and Card Access Accountability Records - High Security Areas	Records accounting for keys. Includes areas designated by the Interagency Security Committee as Facility Security Level V. Areas Requiring Highest Security Awareness	Temporary. Destroy 3 years after return of key. [GRS 5.6-020] DAA-GRS-2017-0006-0002			01/099.0.A
Protective Services	Physical Security and Access	08.2-041	Key and Card Access Accountability Records - Routine Security Areas	Records accounting for keys. Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV. All Other Security Areas	Temporary. Destroy 6 months after return of key. [GRS 5.6-021] DAA-GRS-2017-0006-0003			01/099.0.B
Protective Services	Physical Security and Access	08.2-050	Facility Security Assessment Records - High Security Areas	Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies. Areas requiring highest level security awareness. Includes areas designated by the Interagency Security Committee as Facility Security Level V.	Temporary. Destroy 5 years after updating the security assessment or terminating the security awareness status, whichever is sooner. [GRS 5.6-080] DAA-GRS-2017-0006-0010			01/116.0.B.1

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				Includes: • facility notes • inspector notes and reports • vulnerability assessments				
Protective Services	Physical Security and Access	08.2-051	Facility Security Assessment Records - Routine Security Areas	Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies. All other facility security areas. Includes areas designated by the Interagency Security Committee as Facility Security Levels I-IV. Includes: • facility notes • inspector notes and reports • vulnerability assessments	Temporary. Destroy 3 years after updating the security assessment or terminating the security awareness status, whichever is sooner. [GRS 5.6-081] DAA-GRS-2017-0006-0011			01/116.0.B.2
Protective Services	Physical Security and Access	08.2-060	Sensitive Compartmented Information Facility (SCIF) Accreditation Records	Physical security plans for SCIF construction, expansion, or modification. Includes: • initial Fixed Facility Checklist • pre-accreditation inspection report • Construction Security Plan (CSP) • TEMPEST Checklist	Temporary. Destroy when superseded by subsequent SCIF accreditation. [Retention meets NASA business need per SMEs]			01/116.0.A.1

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
					[GRS 5.6-140] DAA-GRS-2017-0006-0019			
Protective Services	Physical Security and Access	08.2-061	Sensitive Compartmented Information Facility (SCIF) Inspection Records	Inspection records required by Intelligence Community Directive (ICD) 705. Includes: • Fixed Facility Checklists • accreditation authorization documents • inspection reports, including Technical Surveillance Counter Measures (TCSM) reports, for the entire period of SCIF accreditation • operating procedures • Special Security Officer/Contractor Special Security Officer (SSO/CSSO) appointment letters • memoranda of agreements (MOAs) • Emergency Action Plans • copies of any waivers granted by	Temporary. Destroy when superseded. [Retention meets NASA business need per SMEs] [GRS 5.6-150] DAA-GRS-2017-0006-0020			01/116.0.A.2
Protective Services	Information Security	08.3-001	Classified Documents Administrative Records	Records on managing information access and protection activities. Records include: • correspondence related to routine administration of document security classification	Temporary. Destroy when 3 years old. [GRS 4.2-001] DAA-GRS-2019-0001-0001	Note: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibility for		01/101.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• associated subject files • feeder and statistical reports		security and protective services programs.		
Protective Services	Information Security	08.3-010	Information Access and Protection Tracking and Control Records	Information Access and Protection Tracking and Control Records Includes: • records documenting receipt, internal routing, dispatch, or destruction of classified and controlled unclassified records • tracking databases and other records used to manage overall access program • requests and authorizations for individuals to have access to classified and controlled unclassified records and information	Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed, or when authorization expires; whichever is appropriate. [GRS 4.2-030] DAA-GRS-2019-0001-0002			01/111.0.B.01
Protective Services	Information Security	08.3-011	Information Access and Protection Access Control Records	Access Control Records Includes: • safe and padlock combinations • names or other personal identifiers of individuals who know combinations • comparable data used to control access into classified document containers	Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed. [Retention meets NASA business need per SMEs.] [GRS 4.2-031] DAA-GRS-2013-0007-0020			01/111.0.B.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Protective Services	Information Security	08.3-012	Information Access and Protection Access Container Records	Records Relating to Classified or Controlled Unclassified Document Containers Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security such as SF-701 and SF-702.	Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed. [Retention meets NASA business need per SMEs.] [GRS 4.2-032] DAA-GRS-2016-0002-0003	Note: Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation.		01/111.0.B.03
Protective Services	Information Security	08.3-020	Classified Information Access and Disclosure Records	Access to Classified and Controlled Unclassified Records Including records regarding FOIA, PA, and MDR Records documenting identity, internal routing, and final disposition of classified documents. Also, records documenting control points and accountability for information relating to access requests. Includes: • forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request • inventories • forms accompanying	Temporary. Destroy or delete 5 years after date of last entry, final adjudication by courts, or final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status), as may apply, whichever is later. [GRS 4.2-040] DAA-GRS-2019-0001-0003			01/111.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				documents to ensure continuing control, showing names of people handling the documents, inter-office routing, and comparable data • agent and researcher files				
Protective Services	Information Security	08.3-030	Automatic and Systematic Declassification Review Program Records	Files related to the review of permanent records in anticipation of automatic declassification at 25, 50, or 75 years per Executive Order 13526, and the periodic review of records exempted from automatic declassification. Files include program records documenting declassification decision.	Temporary. Destroy/delete after conducting next review or when subject records are transferred to NARA. [GRS 4.2-100] DAA-GRS-2020-0002-0001			01/112.0.A
Protective Services	Information Security	08.3-040	Fundamental Classification Guidance Review Records	Reports, significant correspondence, drafts, received, comments, and related materials responding to “fundamental classification guidance review” as required by Executive Order 13526 Section 1.9.	Temporary. Destroy 5 years after report is submitted to ISOO. [GRS 4.2-110] DAA-GRS-2013-0007-0011			01/112.0.B
Protective Services	Information Security	08.3-050	Classified Information Non-Disclosure Agreements - OPF Record	Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian or military personnel	Apply the disposition for the official personnel folder. [GRS 4.2-120]	Legal Citations: ICD 703, Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii).		01/102.0.A

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				with access to information that is classified under standards put forth by Executive orders governing security classification. Records maintained in the individuals' official personnel folder.				
Protective Services	Information Security	08.3-051	Classified Information Non-Disclosure Agreements - Other Copies	Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian or military personnel with access to information that is classified under standards put forth by Executive orders governing security classification. Maintained separately from the individual's personnel folder.	Temporary. Destroy when 50 years old. [GRS 4.2-121] DAA-GRS-2015-0002-0003	Legal Citations: ICD 703, Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii).		01/102.0.B
Protective Services	Information Security	08.3-060	Personnel Security and Access Clearance Records - Individuals Not Issued Clearances	Records about security clearances, and other clearances for access to Government facilities or to controlled unclassified information, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program. Records of people NOT issued clearances. Includes:	Temporary. Destroy 1 year after consideration of the candidate ends. [GRS 5.6-180] DAA-GRS-2021-0001-0007		SORN - NASA 10SECR	01/103.0.A.01

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				• questionnaires • summaries of reports prepared by the investigating agency • documentation of agency adjudication process and final determination				
Protective Services	Information Security	08.3-061	Personnel Security and Access Clearance Records - Individuals Issued Clearances	Records about security clearances, and other clearances for access to Government facilities or to controlled unclassified information, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program. Records of people issued clearances. Includes: • questionnaires • summaries of reports prepared by the investigating agency • documentation of agency adjudication process and final determination	Temporary. Destroy 5 years after employee or contractor relationship ends. [GRS 5.6-181] DAA-GRS-2021-0001-0008		SORN - NASA 10SECR	01/103.0.A.02
Protective Services	Information Security	08.3-070	Personnel Security Investigative Reports	Investigative reports and related documents agencies create or use to support initial favorable eligibility determinations, fitness determinations, and periodic	Temporary. Destroy in accordance with the investigating agency instruction.		SORN - NASA 10SECR	01/103.0.B.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				reinvestigations, or to implement a continuous evaluation program.	[GRS 5.6-170] DAA-GRS-2017-0006-0022			
Protective Services	Information Security	08.3-071	Personnel Security Investigative Reports - Delegated Investigated Authority	Investigative reports and related documents agencies create or use to support initial favorable eligibility determinations, fitness determinations, and periodic reinvestigations, or to implement a continuous evaluation program. Reports and records created by agencies conducting investigations under delegated investigative authority.	Temporary. Destroy in accordance with delegated authority agreement or memorandum of understanding. [GRS 5.6-171] DAA-GRS-2017-0006-0023		SORN - NASA 10SECR	01/103.0.B.02
Protective Services	Information Security	08.3-080	Index to Personnel Security Case Files	Includes lists and reports showing the current security clearance status of individuals.	Temporary. Destroy when superseded or obsolete. [GRS 5.6-190] DAA-GRS-2017-0006-0026		SORN - NASA 10SECR	01/103.0.C
Protective Services	Information Security	08.3-090	Information Security Violations records	Case files about investigating alleged violations of executive orders, laws, or agency regulations on safeguarding national security information. Includes allegations referred to the Department of Justice or Department of Defense. Includes final reports and products.	Temporary. Destroy 5 years after close of case or final action, whichever occurs sooner. [GRS 5.6-200] DAA-GRS-2017-0006-0027	Exclusion: Documents placed in Official Personnel Folders. NRRS 03.2, Employee Management Records covers these records. Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the		01/108.0

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						Inspector General schedules.		
Information Management	Information Technology Management	09.1-001	Technology Management Administrative Records	Records on day-to-day, routine information technology management. Records include: • correspondence • subject files, including briefings, reports, presentations, and studies that do not relate to high-level decision-making • data calls • operational and managerial guidance to organizational segments of the agency	Temporary. Destroy when 5 years old. [GRS 3.1-001] DAA-GRS-2016-0013-0002	Exclusion: This item does not apply to the records of the Chief Information Officer. These records are covered by NRRS item 02.1-011.		02/026.1
Information Management	Information Technology Management	09.1-002	IT Help Desk Records	Includes: • records of incoming requests (and responses) made by phone, email, web portal, etc. • trouble tickets and tracking logs • quick guides and “Frequently Asked Questions” (FAQs) • evaluations and feedback about help desk services • analysis and reports generated from customer management data • customer/client feedback and satisfaction surveys, including	Temporary. Destroy 1 year after resolved, or when no longer needed for business use, whichever is appropriate. [GRS 5.8-010] DAA-GRS-2017-0001- 0001			02/027.0.J

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				survey instruments, data, background materials, and reports				
Information Management	Information Technology Management	09.1-010	Information Technology Program and Capital Investment Planning Records	Records of agency IT program development and capital investment planning that document goals and milestones to achieve them; planning principles and activities; performance and evaluation measures such as TechStat reviews; and compliance with requirements such as OMB Circular A-130, the Federal Information Technology Acquisition Reform Act, and other laws. Includes: • strategic and tactical plans • records of internal agency governance boards supporting formally issued plans, including comments, concurrences, clearances, and justifications • records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the Chief Information Officer (CIO) has sponsorship,	Temporary. Destroy when 7 years old. [GRS 6.3-010] DAA-GRS-2017-0009-0001	Exclusion: Policy records generated by the CIO are covered by NRRS schedule 02.3 for Directives. Exclusion: System data or content Exclusion: Systems development records (NRRS item 09.1-041, System Development records, covers these). Exclusion: Records documenting system and operational level compliance with IT policies, directives, and plans (NRRS Item 09.1-030, Information technology oversight and compliance records, covers these).		02/026.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				leadership, or recordkeeping responsibilities • reports and statistics documenting quantitative and qualitative performance measures, such as Government Performance and Results Act (GPRA) reporting • portfolio management records, including clearance and review • Reports on IT capital investments, such as OMB Exhibit 300 Major IT Business Cases (MITBCs) and IT Portfolio Summaries (ITPS), including IT Dashboard Exhibit 300 MITBC submissions • business case development, review, and clearance records regarding major investments, systems, acquisitions, or operational assets				
Information Management	Information Technology Management	09.1-020	Enterprise Architecture Records	Records that describe the agency’s baseline or target enterprise or its information architecture, including technical reference models, diagrams, graphics, models, sequencing plans, and narratives.	Temporary. Destroy 7 years after creating a new iteration of the enterprise or information architecture. [GRS 6.3-020] DAA-GRS-2017-0009-0002	Exclusion: Records of basic systems and services used to supply the agency and its staff with access to computers and data telecommunications (NRRS Item 09.1-040, Infrastructure Project Records, covers these).		02/026.0.D

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Information Technology Management	09.1-030	Information Technology Oversight and Compliance Records	Information Technology (IT) Oversight and Compliance records relate to compliance with IT policies, directives, and plans. Records are typically found in offices with agency-wide or bureau-wide responsibility for managing IT operations. Includes records such as: • recurring and special reports • responses to findings and recommendations • reports of follow-up activities • statistical performance data • metrics • inventory of web activity • web use statistics • comments/feedback from web site or application users • internal and external reporting for compliance requirements relating to the Privacy Act, and electronic and information technology accessibility under Section 508 of the Rehabilitation Act • system availability reports • target IT architecture reports • systems development lifecycle handbooks • computer network assessments and follow-up documentation • vulnerability assessment reports	Temporary. Destroy 5 years after the project/activity/ transaction is completed or superseded. [GRS 3.1-040] DAA-GRS-2013-0005-0010	Note: Copies of security plans are scheduled under NRRS Item 09.2-010. There may be copies interfiled within this series. Note: SORNs are scheduled under NRRS item 09.4-070.		02/027.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• assessment and authorization of equipment • Independent Verification and Validation (IV&V) reports • contractor evaluation reports • quality assurance reviews and reports • market analyses and performance surveys • benefit-cost analyses • make vs. buy analysis • reports on implementation of plans • compliance reviews • data measuring or estimating impact and compliance				

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Information Technology Management	09.1-040	Information Technology Infrastructure Project Records	Information Technology (IT) infrastructure, systems, and services project records document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications, Includes requirements for and implementation of functions such as: • Maintaining network servers, desktop computers, and other hardware • Installing and upgrading network operating systems and shared applications • Providing data telecommunications; and infrastructure development and maintenance such as acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting. Includes records such as: • installation and testing records • installation reviews and briefings • quality assurance and security	Temporary. Destroy 5 years after project is terminated. [GRS 3.1-010] DAA-GRS-2013-0005-0006	Note: Records concerning the development of each information technology (IT) system and software application are covered under NRRS item 09.1-041, System Development Records. Exclusion: Records relating to specific systems that support or document mission goals are covered by NRRS 16.2.		02/027.0.K.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				review • requirements specifications • technology refresh plans • operational support plans • test plans • models, diagrams, schematics, and technical documentation				

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Information Technology Management	09.1-041	Information Technology System Development Records	These records relate to the development of information technology (IT) systems and software applications through their initial stages up until hand-off to production which includes planning, requirements analysis, design, verification and testing, procurement, and installation. Records include case files containing documentation of planning, decision making, designing, programming, testing, evaluation, and problem solving. • project plans • feasibility studies • cost analyses • requirements documents • compliance documents including: * Privacy Threshold Analyses (PTAs) * Privacy Impact Assessments (PIAs) * Security Plan * Information Protection Plan • change control records • Project Schedule • Plan of Action and Milestones (POA&M) • Configuration Management Plan • Resource Management Plan • Risk Assessment/Mitigation	Temporary. Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency / IT administrative purposes. [GRS 3.1-011] DAA-GRS-2013-0005-0007	Note: Use NRRS Items 09.3-070 and 071 for certain technical documentation (e.g., data dictionaries, file specifications, code books, record layouts, etc.) related to the detailed, as built design or maintenance of an electronic system containing permanent records. Exclusion: This item does not apply to system data or content.		02/027.0.K.02

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				Plan • Security Plan • Disaster Recovery Plan • Test /Acceptance Plan • Quality Control Plan • Deployment Guide • User Guide • Training Guide				

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Information Management	Information Technology Management	09.1-042	Special Purpose Computer Programs and Applications	Computer software programs or applications that are developed by the agency or under its direction solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule.	Temporary. Delete when related master file or database has been deleted. [GRS 3.1-012] DAA-GRS-2013-0005-0008	Note: Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period to comply with 36 CFR Sections 1236.10, 1236.12, 1236.14, and 1236.20. Excluding software or applications necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives and commercial, off-the-shelf (COTS) programs or application, unless the agency has modified such programs or applications considerably to perform a mission-related function.		02/015.0.J

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Information Technology Management	09.1-050	Information Technology Operations and Maintenance Records	These records relate to the activities associated with the operations and maintenance of the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes the activities associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure. • Equipment support services provided to specific sites: * reviews, site visits reports, trouble reports, equipment service histories, reports of follow-up actions, related correspondence • Reports on operations: * measures of benchmarks, performance indicators, critical success factors, error and exception reporting, self-assessments, performance monitoring, management reports • Website administration: * templates, style sheets, site maps, codes that determine site architecture, change requests,	Temporary. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded. [GRS 3.1-020] DAA-GRS-2013-0005-0004	Note: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records. Note: Per NARA practice, documentation for permanent electronic records should be transferred with the related records using the disposition authority for the related electronic records.		02/027.0.H

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				site posting logs, clearance records, requests for correction of incorrect links or content posted, requests for removal of duplicate information, user logs, search engine logs, audit logs. • equipment control systems such as databases of barcodes affixed to IT physical assets, and tracking of [approved] personally-owned devices • files concerning implementation of IT facility and site management, • inventories of IT assets, network circuits, and building or circuitry diagrams • problem reports and related decision documents relating to the software infrastructure of the network or system • requests for service and records to allocate charges and track payment for software and services • run reports • schedules of maintenance and support activities • service histories, work orders, workload schedules				
Information Management	Information Technology Management	09.1-060	System Backups and Tape Library Records - Incremental	Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.	Temporary. Destroy when superseded by a full backup, or when no longer needed for system restoration,			02/027.0.D.01.A

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				Incremental backup tapes.	whichever is later. [GRS 3.2-040] DAA-GRS-2013-0006-0005			
Information Management	Information Technology Management	09.1-061	System Backups and Tape Library Records - Full	Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Full backup tapes.	Temporary. Destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later. [GRS 3.2-041] DAA-GRS-2013-0006-0006	Note: See NRRS Items 09.1-070 and 071, for backups of master files and databases.		02/027.0.D.01.B
Information Management	Information Technology Management	09.1-070	Backups of Master Files and Databases - Permanent Records	Electronic files consisting of data identical in physical format to a master file or database and retained in case the master or database is damaged or inadvertently erased. File identical to records scheduled for transfer to the National Archives.	Temporary. Destroy immediately after the identical records have been captured in a subsequent backup file or at any time after the transfer request has been signed by the National Archives. [GRS 3.2-050] DAA-GRS-2013-0006-0007			02/015.0.H.01
Information Management	Information Technology Management	09.1-071	Backups of Master Files and Databases - Temporary Records	Electronic files consisting of data identical in physical format to a master file or database and retained in case the master or database is damaged or inadvertently erased. Files identical to records	Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file. [GRS 3.2-051] DAA-GRS-2013-0006-0008			02/015.0.H.02

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				authorized for disposal in an approved NASA records schedule.				
Information Management	Information Technology Management	09.1-080	IT Asset Configuration Management Records	Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes records such as: • data and detailed reports on implementation of systems, applications and modifications • application sizing, resource and demand management records • documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes • documentation of software distribution (including COTS software license management files) and release or version management	Temporary. Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes. [GRS 3.1-030] F313 DAA-GRS-2013-0005-0005	Excludes Configuration Management Records for Programs and Projects, use NRRS Schedule 16.2.		02/027.0.C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Information Technology Management	09.1-090	Telecommunications Administrative and Operational Records	Records of radio and telecommunications services administration and operation. Includes: • Agreements and related background data and other records related to telecommunication and radio services maintained for administrative (not fiscal) use • Records that document acquiring, installing, changing, removing, and servicing telecommunications and radio service equipment • Telephone and mobile device use records with details on call origin/destination, date, time, duration, downloads, messaging, cost, and other data • Records documenting allocation, distribution, and use of telephone calling cards • Related correspondence	Temporary. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate. [GRS 5.5-010] DAA-GRS-2016-0012-0001			02/019.0.F
Information Management	Information Technology Management	09.1-100	Telecommunication Services Control Records	Message registers, logs, performance reports, daily load reports, and related or similar records.	Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable. [GRS 5.5-020] DAA-GRS-2016-0012-0002			02/019.0.H

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Information Management	Information Technology Management	09.1-101	Telephone Directory Records	Correspondence, forms, and other records relating to the compilation of building and telephone directory service listings.	Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate. [GRS 5.4-010] DAA-GRS-2016- 0011-0001			01/091.0
Information Management	Information Technology Management	09.1-110	Fixed Communication s Operations Records	Documents containing information and data on codes, radio frequency assignments, call signs, and lists of holders or code systems.	Temporary. Destroy when superseded, obsolete, or no longer needed. [DA: N1-255-94-1] [DA: N1-255-09-1]			02/020.0.B NRCS: N 10-9
Information Management	Information Technology Management	09.1-111	Radio Frequency Records	Authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.	Temporary. Destroy when 10 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]			02/021.0.B NRCS: N 10-1
Information Management	Information Technology Management	09.1-120	Printing and Duplicating Services Administrative and Operational Records	Includes: • agreements and related background data and other records regarding printing the agency retains for administrative (not fiscal) use • records that document acquiring, installing, changing, removing, and servicing printing equipment • related correspondence	Temporary. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate. [GRS 5.5-010] DAA-GRS-2016-0012-0001			01/081.0
Information Management	Information Technology Management	09.1-121	Printing and Duplicating Services Control Records	Printing requisitions, work orders, samples, manuscript clearances, and related documents.	Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable.			01/082.0

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					[GRS 5.5-020] DAA-GRS-2016-0012-0002			
Information Management	Information Technology Management	09.1-130	Joint Committee on Printing Correspondence Records	Correspondence and authorizations by the JCP and related papers concerning establishment, relocation, and disestablishment of printing plants.	Temporary. Destroy when 10 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]			01/084.0.C NRCS: N 16-5
Information Management	Cybersecurity	09.2-010	Systems and Data Security Records	These are records related to maintaining the security of information technology (IT) systems and data. Records outline official procedures for securing and maintaining IT infrastructure and relate to the specific systems for which they were written. This series also includes analysis of security policies, processes, and guidelines, as well as system risk management and vulnerability analyses. Includes records such as: • System Security Plans • Disaster Recovery Plans • Continuity of Operations Plans • published computer technical manuals and guides • examples and references used to produce guidelines covering security issues related to specific	Temporary. Destroy 1 year after system is superseded by a new iteration or when no longer needed for Agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. [GRS 3.2-010] DAA-GRS-2013-0006-0001			02/027.0.E

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				systems and equipment • records on disaster exercises and resulting evaluations • network vulnerability assessments • risk surveys • service test plans • test files and data				
Information Management	Cybersecurity	09.2-020	Computer Security Incident Handling, Reporting, and Follow-Up Records	A computer incident with the Federal government as defined by NIST Special Publication 800-61, Computer Security Incident Handling Guide, Revision 2, and (August 2012) is a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices. This item covers records relating to attempted or actual system security breaches, including break-ins (“hacks,” including virus attacks), improper staff usage, failure of security provisions or procedures, and potentially compromised information assets. It also includes agency report of such	Temporary. Destroy 3 years after all necessary follow-up actions have been completed [GRS 3.2-020] DAA-GRS-2013-0006-0002	Note: Any significant incidents (e.g., a major system failure of compromise of critical government data) must be documented in program records, such as those in the Office of the Inspector General.		02/027.0.G.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				incidents both internally and external. Includes records such as reporting forms, reporting tools, narrative reports and background documentation. Includes records such as: • reporting forms • reporting tools • narrative reports • background documentation				
Information Management	Cybersecurity	09.2-030	System Access Records - Routine Accountability	These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users. Systems not requiring special accountability for access. These are user identification records generated according to preset requirements, typically system generated. A system may, for example, prompt users for new passwords every 90 days for all users. Includes records such as: • user profiles • log-in files • password files • audit trail files and extracts • system usage files	Temporary. Destroy when business use ceases. [GRS 3.2-030] DAA-GRS-2013-0006-0003	Excluding records relating to electronic signatures. See NRRS Items 09.2-040 through 041 for PKI Administrative records)		02/027.0.F.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				cost-back files used to assess charges for system use				
Information Management	Cybersecurity	09.2-031	System Access Records - Special Accountability	These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users. Systems requiring special accountability for access. These are user identification records associated with systems which are highly sensitive and potentially vulnerable. Includes records such as: - user profiles - log-in files - password files - audit trail files and extracts - system usage files	Temporary. Destroy 6 years after password is altered or user account is terminated. [GRS 3.2-031] DAA-GRS-2013-0006-0004	Excluding records relating to electronic signatures. See NRRS Items 09.2-040 through 041 for PKI Administrative records)		02/027.0.F.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				cost-back files used to assess charges for system use				
Information Management	Cybersecurity	09.2-040	Public Key Infrastructure (PKI) - Federal Bridge Certification Authority Certification Authorities	Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records. PKI ADMINISTRATIVE RECORDS Records are PKI-unique administrative records that	Temporary. Destroy/delete when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later. [GRS 3.2-060] N1-GRS-07-3, item 13a1	Note: Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records. Agencies must determine which PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records may vary from transaction-to-transaction.	analysis and reports generated from customer management data, customer/client feedback and satisfaction surveys, including survey instruments, data, background materials, and reports, evaluation and feedback about help desk services, quick guides and “Frequently Asked Questions” (FAQs), records of incoming requests (and responses) made by phone, email, web portal, etc., trouble tickets and tracking logs	02/027.0.L.01.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records. Federal Bridge Certification Authority (FBCA) Certification Authorities (CAs)				
Information Management	Cybersecurity	09.2-041	Public Key Infrastructure (PKI) - Other Certification Authorities	Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or	Temporary. Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the CA or when no longer needed for business, whichever is later. [GRS 3.2-061] N1-GRS-07-3, item 13a2	Note: Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records. Agencies must determine which PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records		02/027.0.L.01.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				reorganizing records. PKI ADMINISTRATIVE RECORDS Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records. Other (non-FBCA ET. AL.) Certification Authorities (CAs)		may vary from transaction-to-transaction.		

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Cybersecurity	09.2-042	Public Key Infrastructure (PKI) Transaction-Specific Records	Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records. PKI TRANSACTION-SPECIFIC RECORDS Records relate to transaction-specific records that are generated for each transaction using PKI digital signature technology. Records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. Along with PKI administrative and other administrative records, transaction-specific records are part of the PKI trust documentation set that establish	Temporary. Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the appropriate CA and after the information record the PKI is designed to protect and/or access is destroyed according to an authorized schedule, or in the case of permanent records, when the record is transferred to NARA legal custody. [GRS 3.2-062] N1-GRS-07-3, item 13b	Note: Extreme care must be taken when applying the GRS-PKI to transaction records. Destruction of the transaction-specific and administrative records embedded in the transaction stream prior to the authorized retention of the information record that they access/protect will render the PKI incapable of performing what it is designed to do-protect and provide access to the information records. Due to the relative newness of PKI technology, both from an implementation and a litigation perspective, it is recommended that agencies identify all PKI transaction records (including PKI select administrative records embedded in the transaction stream and transaction-specific records) to be retained		02/027.0.L.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				or support the trustworthiness of a transaction. They may vary from transaction-to-transaction and agency-to-agency. When retained to support the authentication of an electronic transaction content record (information record), PKI digital signature transaction records are program records.		as part of the trust documentation for the records the PKI is designed to protect and or access and link the retention of the transaction records with that of the information record it protects/accesses. Transaction records must be retained as trust documentation set records together with the content/information records. Note: Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records. Agencies must determine which PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records		

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						may vary from transaction-to-transaction.		

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Cybersecurity	09.2-050	Cybersecurity Logging - Full Packet Capture Data	Packet capture (PCAP) results from the interception and copying of a data packet that is crossing or moving over a specific computer network.	Temporary. Destroy when 72 hours old. [GRS 3.2-035] DAA-GRS-2022-0005-0001	Legal Citation: OMB Memo M-21-31		02/027.0.G.01. A
Information Management	Cybersecurity	09.2-051	Cybersecurity Event Logs	Logs required by OMB Memo M-21-31 to capture data used in the detection, investigation, and remediation of cyber threats.	Temporary. Destroy when 30 months old. [GRS 3.2-036] DAA-GRS-2022-0005-0002	Legal Citation: OMB Memo M-21-31		02/027.0.G.01. B
Information Management	Information Governance	09.3-010	Records Management Program Records	Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities and examples of records include: • providing oversight of the entire records management program • transferring, destroying, and retrieving records • inventorying records • scheduling records • providing other records management services to customer units (such as records storage/reference assistance, and	Temporary. Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded. Longer retention is authorized for reference. [GRS 4.1-020] DAA-GRS-2013-0002-0007	Note: These records cannot be retired to an FRC.		01/075.1

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				technical assistance with files plans and other records management questions) • conducting records ""clean out"" days • conducting special projects Records include: • agency records management program surveys or evaluations • reports of surveys or evaluations • reports of corrective action taken in response to agency program surveys or evaluations • disposal authorizations, schedules, and reports • records schedules, legacy records schedules(SF 115, Request for Records Disposition Authority) • SF 135, Records Transmittal and Receipt • OF 11, Reference Request • Transfer Request (TR), Legal Transfer Instrument (LTI); SF 258, Agreement to Transfer Records to the National Archives of the United States • Center equivalent forms				

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Information Governance	09.3-020	Tracking and Control Records - Temporary Records	Records used to provide access and control of records authorized for destruction by an approved records schedule. Includes: • indexes • lists • registers • inventories • finding aids • logs	Temporary. Destroy when no longer needed. [GRS 4.1-010] DAA-GRS-2013-0002-0016	Exclusion: This schedule excludes records containing abstracts of records content or other information that can be used as an information source apart from the related records. Exclusion: This authority does not apply to tracking and control records related to records scheduled as permanent. The value of these records varies, so tracking and control records related to permanent records must be scheduled.		01/078.0.C
Information Management	Information Governance	09.3-021	Tracking and Control Records - Permanent Records	Finding aids for series of records that HAVE BEEN accessioned by the National Archives and Records Administration and those relating to major program case files not previously authorized for disposal.	Permanent. Transfer to the National Archives with related records. [DA: N1-255-94-1]			01/077.0.B
Information Management	Information Governance	09.3-030	Vital/Essential Records Program Records	Records involved in planning, operating, and managing the agency's vital or essential records program. Includes: • vital records inventories • vital records cycling plans	Temporary. Destroy 3 years after project, activity, or transaction is completed or superseded.			01/075.5.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• results of tests, surveys, or evaluations • reports of corrective action taken in response to agency vital records tests	[GRS 4.1-030] DAA-GRS-2013-0002-0008			
Information Management	Information Governance	09.3-031	Copies of Vital/Essential records	Copies of agency records deemed essential to restore agency functions in case of emergency.	Temporary. Destroy when superseded by the next cycle. [GRS 4.1-031] DAA-GRS-2013-0002-0015			01/075.5.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Information Governance	09.3-040	Digitization Source Records	Records from which a digitized version or digitized record is created that are: • Scheduled as temporary in an approved records schedule; or • Scheduled as permanent and that were created on or after 1 January 1950.	Temporary. Destroy after validating the digitization process meets NARA's digitization standards in regulation (36 CFR 1236 Subpart D and Subpart E). [GRS 4.5-010] DAA-GRS-2022-0010-0001	Applies to paper/analog records only. Exclusions The following records are not covered by this authority. For additional information on how to proceed for excluded records see the Frequently Asked Questions (FAQs) for GRS 4.5, Digitizing Records. 1. Source records when the digitized versions do not meet the standards established in 36 CFR 1236 Subpart D - Digitizing Temporary Federal Records or Subpart E - Digitizing Permanent Federal Records. 2. Formats not covered by 36 CFR 1236 Subpart E - Digitizing Permanent Federal Records. Agencies must use agency-specific schedules for these records. 3. Source records that		01/076.1.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
						were created before 1 January 1950 that have been scheduled as permanent or are unscheduled. 4. Source records that have intrinsic value in the original medium that would be lost if the content were converted to another medium		

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Information Management	Information Governance	09.3-050	Digitization Project Records - Permanent Records	Records used to manage digitizing projects and document (validate) that the digitized versions of records are of suitable quality to replace source records. Documentation for digitizing permanent records. Specific documentation requirements for digitizing permanent records are listed in 36 CFR 1236.44, Documenting digitization projects.	Temporary. Destroy when the digitized records are transferred to the National Archives and NARA confirms legal custody has been accepted. [GRS 4.5-020] DAA-GRS-2022-0010-0002	Exclusion: Digitized records and associated metadata; the appropriate current, approved agency-specific records schedule or applicable GRS item covers these. Exclusion: Administrative, technical, and descriptive metadata captured during the digitization project must be transferred to NARA with the digitized records (36 CFR 1236.56(j)).		01/076.1.B
Information Management	Information Governance	09.3-051	Digitization Project Records - Temporary Records	Records used to manage digitizing projects and document (validate) that the digitized versions of records are of suitable quality to replace source records. Documentation for digitizing temporary records. Specific documentation requirements for digitizing temporary records are listed in 36 CFR 1236.34.	Temporary. Destroy when the records digitized using the validation process are destroyed. [GRS 4.5-021] DAA-GRS-2022-0010-0003			01/076.1.C

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Information Management	Information Governance	09.3-060	Forms Management Records	Records involved with ensuring use of standard Federal and agency forms to support effective record-keeping and ensuring that Federal standard forms are available and used as appropriate to support Federal record-keeping requirements. Includes: • registers or databases used to record and control the numbers and other identifying data assigned to each form • official case files consisting of the record copy of each agency-originated form with related instructions and documentation showing inception, scope, and purpose of the form • background materials and specifications	Temporary. Destroy 5 years after form is discontinued, superseded, or cancelled. [Retention meets NASA business needs per NASA Forms Officer.] [GRS 4.1-040] DAA-GRS-2013-0002-0009			01/074.0
Information Management	Information Governance	09.3-070	Data Administration - Permanent Records	Includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the	Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates. [GRS 3.1-050] DAA-GRS-2013-0005-0002			02/027.0.M.01

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				records are part of an electronic system or stand-alone, that allows a user to understand or access the information. Documentation necessary for preservation of permanent electronic records, including: • data/database dictionary records • record layouts • metadata • user guides • output specifications • data systems specifications • file specifications • code books				

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Information Governance	09.3-071	Data Administration - Temporary Records	Includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information. All documentation for temporary electronic records and documentation not necessary for preservation of permanent records, including: • data/database dictionary records • data systems specifications • file specifications • code books • record layouts • metadata • user guides • output specifications and also the following records for	Temporary. Destroy 5 years after the project / activity / transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. [GRS 3.1-051] DAA-GRS-2013-0005-0003			02/027.0.M.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				all electronic records whether scheduled as temporary or permanent • software operating manuals • data standards • table and dependency descriptions • taxonomies • schemas • registries • source code • physical data model • logical data model				
Information Management	Information Disclosure	09.4-001	FOIA and Privacy Act Administrative Records	Records on managing information access and protection activities. Records include: • correspondence related to routine implementation of the FOIA and Privacy Act and administration of document security classification	Temporary. Destroy when 3 years old. [GRS 4.2-001] DAA-GRS-2019-0001-0001			01/047.0

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				• associated subject files • feeder and statistical reports				
Information Management	Information Disclosure	09.4-010	FOIA and Privacy Act Access and Disclosure Records	Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by • granting the request in full • granting the request in part • denying the request for any reason including: * inability to fulfill request because records do not exist * inability to fulfill request because request inadequately describes records * inability to fulfill request because search or reproduction fees are not paid • final adjudication on appeal to any of the above original settlements • final agency action in response to court remand on appeal Includes: • requests (either first-party or third-party)	Temporary. Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later. [GRS 4.2-020] DAA-GRS-2016-0002-0001	Note: Record copies of requested records remain covered by their original disposal authority, but if disposable sooner than their associated access/disclosure case file, may be retained under this item for disposition with that case file. Note: Agencies may wish to retain redacted copies of requested records for business use after the rest of the associated request case file is destroyed.	SORN - 10FOIA	01/042.0

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				• replies • copies of requested records • administrative appeals • related supporting documents (such as sanitizing instructions)				
Information Management	Information Disclosure	09.4-020	Privacy Act Amendment Request Records	Files relating to an individual's request to amend a record pertaining to that individual under 5 U.S.C. 552a(d)(2); to the individual's request for review of an agency's refusal to amend a record under 5 U.S.C. 552a(d)(3), and to any civil action or appeal brought by the individual against the refusing agency under 5 U.S.C. 552a(g). Includes: • requests to amend and to review refusal to amend • copies of agency's replies • statement of disagreement • agency justification for refusal to amend a record	Temporary. Destroy with the records for which amendment was requested or 4 years after close of case (final determination by Agency or final adjudication, whichever applies), whichever is later. [GRS 4.2-090] DAA-GRS-2013-0007-0007			01/043.0

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				• appeals • related materials				
Information Management	Information Disclosure	09.4-030	Privacy Act Accounting of Disclosure Records	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency. Includes: • forms with the subject individual's name • records of the requester's name and address • explanations of the purpose for the request • date of disclosure • proof of subject individual's consent	Temporary. Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later. [GRS 4.2-050] DAL-GRS-2023-0001-0001			01/044.0

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Information Management	Information Disclosure	09.4-040	Privacy Act Erroneous Release of Records - Records Filed with Erroneously Released Records	Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Records filed with the record-keeping copy of the erroneously released records Includes: • requests for information • copies of replies • all related supporting documents May include: • official copy of records requested or copies	Temporary. Follow the disposition instructions approved for the released record copy or destroy 6 years after the erroneous release, whichever is later. [GRS 4.2-060] DAA-GRS-2015-0002-0001			01/044.2.A
Information Management	Information Disclosure	09.4-041	Privacy Act Erroneous Release of Records - Records Filed Separately From Erroneously Released Records	Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Records filed separately from the record-keeping copy of the released records. Includes: • requests for information • copies of replies • all related supporting	Temporary. Destroy 6 years after the erroneous release. [GRS 4.2-061] DAA-GRS-2015-0002-0002			01/044.2.B

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				documents May include: • official copy of records requested or copies				
Information Management	Information Disclosure	09.4-042	Privacy Complaint Records	Records of privacy complaints (and responses) agencies receive in these categories: • process and procedural (consent, collection, and appropriate notice) • redress (inquiries seeking resolution of difficulties or concerns about privacy matters not specifically outlined in the Privacy Act) • operational (inquiries regarding Privacy Act matters but not including Privacy Act requests for access and/or correction) • complaints referred to another organization	Temporary. Destroy 3 years after resolution or referral, as appropriate. [GRS 4.2-065] [DAA-GRS-2019-0001-0004]			01/047.5
Information Management	Information Disclosure	09.4-050	Personally Identifiable Information Extract Logs	Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is	Temporary. Destroy when business use ceases. [GRS 4.2-140] DAA-GRS-2013-0007-0013			01/044.6

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				extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date.				
Information Management	Information Disclosure	09.4-060	Personally Identifiable Information Analysis Records - Privacy Threshold Analyses (PTAs) and Initial Privacy Assessments (IPA)	Records of research on whether an agency should conduct a Privacy Impact Assessment (PIA). Records documenting whether certain privacy and data security laws, regulations, and agency policies are required; how the agency collects, uses, shares, and maintains PII; and incorporation of privacy protections into records systems as required by the E-Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations, and agency policies. Includes significant background material documenting formulation of final products.	Temporary. Destroy 3 years after associated PIA is published or determination that PIA is unnecessary. [GRS 4.2-160] DAA-GRS-2016-0003-0003			01/044.7.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Information Disclosure	09.4-061	Privacy Impact Assessments (PIAs)	Records documenting whether certain privacy and data security laws, regulations, and agency policies are required; how the agency collects, uses, shares, and maintains PII; and incorporation of privacy protections into records systems as required by the E-Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations, and agency policies. Includes significant background material documenting formulation of final products.	Temporary. Destroy 3 years after a superseding PIA is published, after system ceases operation, or (if PIA concerns a website) after website is no longer available to the public, as appropriate. [GRS 4.2-161] DAA-GRS-2016-0003-0004			01/044.7.B
Information Management	Information Disclosure	09.4-070	Privacy Act System of Record Notices (SORNs)	Agency copy of notices about the existence and character of systems of records, documenting publication in the Federal Register when the agency establishes or revises the system, per the Privacy Act of 1974 [5 U.S.C. 552a(3)(4) and 5 U.S.C. 552a€(11)], as amended. Also significant material documenting SORN formulation, other than Privacy Impact Assessment records (see item 09.4-061).	Temporary. Destroy 2 years after supersession by a revised SORN or after system ceases operation. [GRS 4.2-150] DAA-GRS-2016-0003-0002			01/044.8

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Information Management	Information Disclosure	09.4-080	Information Disclosure Agency Reports	Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs.	Temporary. Destroy 2 years after date of report. [GRS 4.2-070] DAA-GRS-2013-0007-0006	Note: This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent.		01/050.0
Information Management	Information Disclosure	09.4-090	Privacy Legal and Regulatory Compliance Reporting Records - Annual	Reports prepared in compliance with federal laws and regulations, such as the E-Government Act (Public Law 107-347), Federal Information Security Modernization Act of 2014, and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101. Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy.	Temporary. Destroy 5 years after submission of report. [GRS 4.2-080] DAA-GRS-2013-0007-0022	Legal Citation: OMB M-17-16.		01/050.1.A
Information Management	Information Disclosure	09.4-091	Privacy Legal and Regulatory Compliance Reporting Records - All Other	Reports prepared in compliance with federal laws and regulations, such as the E-Government Act (Public Law 107-347), Federal Information Security Modernization Act of 2014, and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101. All other agency reports and	Temporary. Destroy 2 years after submission of report. [GRS 4.2-081] DAA-GRS-2013-0007-0023			01/050.1.B

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				internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP).				
Information Management	Information Disclosure	09.4-100	Controlled Unclassified Information (CUI) Program Implementation Records	Records of overall program management. Includes: • records documenting the process of planning agency policy and procedure • agency submissions to the CUI Executive Agent of authorities (laws, Federal regulations, or Government-wide policies containing safeguarding or dissemination controls) the agency proposes to include in the CUI Registry to designate unclassified information as CUI • agency submissions to the CUI Executive Agent of proposed laws, Federal regulations, or Government-wide policies that would establish, eliminate, or modify a category of CUI, or change information controls applicable to CUI • correspondence with CUI Executive Agent	Temporary. Destroy when 7 years old. [GRS 4.2-190] DAA-GRS-2019-0001-0005			02/028.0.A
Information Management	Information Disclosure	09.4-101	Controlled Unclassified Information (CUI) Sharing Agreements	Agreements in which agencies agree to share CUI with non-executive branch entities (e.g., state and local police) and foreign	Temporary. Destroy 7 years after canceled or superseded. [GRS 4.2-191] DAA-GRS-2019-0001-0006			02/028.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				entities that agree to protect the CUI.				
Information Management	Information Disclosure	09.4-102	Controlled Unclassified Information (CUI) Requirements Waivers	Description of and rationale for each waiver, documentation of alternate steps the agency takes to ensure it sufficiently protects the CUI covered by the waiver, and records of the agency notifying authorized recipients and the public of the waiver.	Temporary. Destroy when waiver is rescinded, system is no longer in use, or all affected records are destroyed, as applicable. [GRS 4.2-192] DAA-GRS-2019-0001-0007			02/028.0.C
Information Management	Information Disclosure	09.4-103	Controlled Unclassified Information (CUI) Decontrol and Challenge Records - Records Maintained with CUI Records	Requests to decontrol CUI or challenging a CUI marking as incorrect (either improperly assigned or lacking), responses to requests, records of adjudication, and records of dispute resolution if adjudication is appealed. Records filed with the record-keeping copy of the CUI-marked records.	Follow the disposition instructions approved for the records at issue. [GRS 4.2-193]			02/028.0.D.01
Information Management	Information Disclosure	09.4-104	Controlled Unclassified Information (CUI) Decontrol and Challenge Records - Records Maintained Separately	Requests to decontrol CUI or challenging a CUI marking as incorrect (either improperly assigned or lacking), responses to requests, records of adjudication, and records of dispute resolution if adjudication is appealed. Records filed separately from the	Temporary. Destroy 6 years after change in CUI status. [GRS 4.2-194] DAA-GRS-2019-0001-0008			02/028.0.D.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
			From CUI Records	record-keeping copy of the CUI-marked records.				
Information Management	Information Disclosure	09.4-105	Controlled Unclassified Information (CUI) Misuse Records	Allegations of CUI misuse, records of internal investigations, communications with and reports of findings from the CUI Executive Agent, and records of corrective actions.	Temporary. Destroy 5 years after completing the investigation or completing all corrective actions. [GRS 4.2-195] DAA-GRS-2019-0001-0009	Exclusion: If the agency assigns such investigations to its Inspector General (IG), the agency schedule for IG records covers the records created in the IG office.		02/028.0.E
Information Management	Information Disclosure	09.4-110	Scientific and Technical Information (STI) Publications	Record copy of processed and published NASA funded scientific and technical publications, including, but not limited to, Technical Publications, Technical Memorandum, Contractor Reports, Conference Publications, Technical Translations, Special Publications, conference and meeting papers, conference presentations, journal articles, databases (and associated metadata) and other forms of STI listed in NPR 2200.2.	Permanent. Cutoff annually. Transfer to the National Archives biennially in accordance with the National Archives approved transfer guidance. NASA retains copy indefinitely for continued access. [DAA-0255-2022-0005-0001]			02/008.0.A
Information Management	Information Disclosure	09.4-120	Scientific and Technical Information (STI)	Related background papers, working papers such as notes, rough drafts, background reports and interim reports, and other such papers reflecting a basis for	Temporary. Destroy 5 years after document is published or when no longer needed for reference purposes			02/008.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
			Background Materials	the issuance or that contribute to the content of the publication, including coordination papers and comments retained either by publication office or author(s).	occurs, whichever is later. [DAA-0255-2022-0005-0002]			
Information Management	Information Disclosure	09.4-130	Other Materials Processed Through Scientific and Technical Information Release Process	Materials submitted via the Agency STI submission process that are not released outside of NASA and fall outside of the scope of STI.	Temporary. Cutoff at the end of the calendar year the materials were submitted. Destroy 3 years after cutoff or when no longer needed for reference purposes occurs, whichever is later. [DAA-0255-2022-0005-0003] (N 23-8)			02/008.0.C
Information Management	Information Disclosure	09.4-140	Export Control Program Administration	Records of Export Control Program administration, such as training records, program audit reports, activity logs, statistical data, correspondence, which are maintained in or linked to database management systems. Records documenting Export Control Program administration and transfers to foreign entities (including persons, organizations, governments, or destinations) of materials protected under Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR).	Temporary. Destroy 25 years after last system entry or when no longer required for business purposes, whichever is later. [DAA-0255-2017-0010]			02/007.5.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				Records held by Installation Export Control Office and Export Control Representatives.				
Information Management	Information Disclosure	09.4-150	Export Control Transaction Case File Records - Export Control Office	Individual export control transaction case files documenting activities and held by the Export Control Office	Temporary. Destroy 5 years after license expiration, return of material (if appropriate), or date of last transaction, whichever is later. [DAA-0255-2017-0010]	Exclusion: Records that contain material subject to protection under Export Control regulations are not covered by these items. They are covered by schedule items relative to their informational content (e.g., program and project records covered under NRRS 16.2).	Access by foreign persons to export-protected materials, Exemption certification, License issue and renewal, Transfer to foreign entities, including shipment and movement of export-protected materials to, from or between foreign locations, and verbal/visual conveyance of protected materials.	02/007.5.B.01
Information Management	Information Disclosure	09.4-151	Export Control Transaction Case File Records - Custodian Exporting Hardware	Individual export control transaction case files documenting export of hardware to a foreign destination, maintained by the hardware custodian.	Temporary. Destroy 5 years after hardware is removed from NASA inventory or disposal action is completed with hardware returned to NASA. [DAA-0255-2017-0010]	Exclusion: Records that contain material subject to protection under Export Control regulations are not covered by these items. They are covered by schedule items relative to their informational content (e.g., program and project records	Access by foreign persons to export-protected materials, Exemption certification, License issue and renewal, Transfer to foreign entities, including shipment and movement of export-protected materials to, from or between foreign locations, and verbal/visual conveyance of protected materials.	02/007.5.B.02. A

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						covered under NRRS 16.2).		
Information Management	Information Disclosure	09.4-152	Export Control Transaction Case File Records - All Other Records	Individual export control transaction case files documenting export of non-hardware material, maintained by the custodian.	Temporary. Destroy 5 years after license expiration, return of material (if appropriate), or after date of the last transaction in the case file, whichever is later. [DAA-0255-2017-0010]	Exclusion: Records that contain material subject to protection under Export Control regulations are not covered by these items. They are covered by schedule items relative to their informational content (e.g., program and project records covered under NRRS 16.2).	Access by foreign persons to export-protected materials, Exemption certification, License issue and renewal, Transfer to foreign entities, including shipment and movement of export-protected materials to, from or between foreign locations, and verbal/visual conveyance of protected materials.	02/007.5.B.02. B
Information Management	Information Disclosure	09.4-153	Export Control Transaction Case Files - Orphaned	Individual export control transaction case files documenting export of non-hardware material, maintained by the custodian. Records existing when custodial office disbands.	Temporary. When office disbands, offer records electronically to Export Control Office; destroy records that Export Control declines. [DAA-0255-2017-0010]	Exclusion: Records that contain material subject to protection under Export Control regulations are not covered by these items. They are covered by schedule items relative to their informational content (e.g., program and project records covered under NRRS 16.2).	Access by foreign persons to export-protected materials, Exemption certification, License issue and renewal, Transfer to foreign entities, including shipment and movement of export-protected materials to, from or between foreign locations, and verbal/visual conveyance of protected materials.	02/007.5.B.02. C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Legal	General Counsel	10.1-010	Legal Advice and Opinions - Significant	Records of requests for and OGC or Center OCC responses to requests for legal interpretations, opinions, or advice relating to a variety of issues including but not limited to partnering methods, contract actions, appropriations, employment discrimination, the Freedom of Information Act, human resources, real property, privacy, security, grants management, intellectual property, export control, and international and space-related matters. Significant issues are those that set precedent for NASA or have a major impact on NASA operations. These records would include but not be limited to formal written opinions such as those issued on NASA letterhead and signed by the General Counsel, Deputy General Counsel, Associate General Counsels, or a Center Chief Counsel.	Permanent. Cutoff at end of the calendar year. Transfer to the National Archives 30 years after the cutoff date. [DAA-0255-2014-0003]			02/003.0.A
Legal	General Counsel	10.1-011	Legal Advice and Opinions - Routine	Records of requests for and OGC or Center OCC responses to requests for legal interpretations, opinions, or advice relating to a variety of issues including but not limited to partnering methods, contract actions, appropriations, employment discrimination, the	Temporary. Cutoff at the end of the calendar year. Destroy/delete 6 years after cutoff date. [DAA-0255-2014-0003]			02/003.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				Freedom of Information Act, human resources, real property, privacy, security, grants management, intellectual property, export control, and international and space-related matters. Non-Significant issues are those that do not set precedent for NASA and do not have a major impact on NASA operations.				
Legal	General Counsel	10.1-020	Routine or Disallowed Claims	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, but not limited to, are tort claims (2 yr. statute of limitation), maritime claims, foreign claims, international treaties, Space Act claims, and personal property claims.	Temporary. Cutoff after final action on case. Destroy when 8 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]			02/004.0.B.02
Legal	General Counsel	10.1-021	Special Master Claims	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, but not limited to, are tort claims (2 yr. statute of limitation), maritime claims, foreign claims,	Temporary. Cutoff after final action on case. Destroy when 28 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]			02/004.0.A NRCS: N 13-1

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				international treaties, Space Act claims, and personal property claims when many claims result from a single accident, incident, or disaster.				
Legal	General Counsel	10.1-022	Routine or Disallowed Claims Involving a Minor	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, but not limited to, are tort claims (2 yr. statute of limitation), maritime claims, foreign claims, international treaties, Space Act claims, and personal property claims that involve a minor.	Temporary. Cutoff after final action on the case. Destroy when 28 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]			02/004.0.B.01
Legal	General Counsel	10.1-023	Claim Investigative Reports	Documents accumulated from investigating accidents and incidents which could, but do not, result in the filing of a claim.	Temporary. Destroy 5 years after expiration of pertinent statutory period. [DA: N1-255-94-1] [DA: N1-255-09-1]			02/004.0.C.01 NRCS: N 13-4
Legal	General Counsel	10.1-024	Claim Miscellaneous Reports	Claims reports consisting of statistical, fiscal, and related reports on the disposition of claims.	Temporary. Destroy when 2 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]			02/004.0.C.02 NRCS: N 13-5
Legal	General Counsel	10.1-030	Administrative and Court Litigation Cases	Files of cases including, but not limited to, complaint answer, motions, discovery, transcript of proceedings, trial exhibits and briefs in support of the parties'	Temporary. Destroy 20 years after final decision or case is settled.			02/005.0 NRCS: N 13-23

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				positions, together with the working papers of the attorney handling the case	[DA: N1-255-94-1] [DA: N1-255-09-1]			
Legal	General Counsel	10.1-040	Contract Appeals Case Files	Records of contract appeals arising under the Contracts Dispute Act. Includes: • notice of appeal • acknowledgment of notice • correspondence • copies of contracts, plans, specifications, exhibits, change orders, and amendments • hearing transcripts • documents received from concerned parties • final decisions • other related papers	Temporary. Destroy 1 year after final resolution. [GRS 1.1-060] DAA-GRS-2016-0001-0003			02/003.5
Legal	Intellectual Property	10.2-010	Patent Case Files - No Application Filed	Files for specific invention disclosures for which no patent application was filed. Files may include but are not limited to the following records, including invention disclosures (whether patented or not) received by NASA via another Agency through a contract; invention docket containing pertinent correspondence on inactive cases, abandoned applications, and closed items; and invention disclosure logs and	Temporary. Cutoff after case is inactive. Destroy when 10 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]			02/002.0.A.01 NRCS: N 13-9

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				ledgers showing reported invention disclosure, date, disposition, and US Patent Office action.				
Legal	Intellectual Property	10.2-011	Patent Case Files - Application Filed	File for specific invention disclosures for which patent application was filed. Files may include but are not limited to the following records, including invention disclosures (whether patented or not) received by NASA via another Agency through a contract; invention docket containing pertinent correspondence on inactive cases, abandoned applications, and closed items; and invention disclosure logs and ledgers showing reported invention disclosure, date, disposition, and US Patent Office action.	Temporary. Cutoff after patent is issued. Destroy when 20 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]			02/002.0.A.02
Legal	Intellectual Property	10.2-012	Patent Soliciting Instructions	Instructions to Centers regarding procedures for patent soliciting.	Temporary. Destroy when 1 year old. [DA: N1-255-94-1] [DA: N1-255-09-1]			02/002.0.A.03
Legal	Intellectual Property	10.2-020	Patent Determination of Rights	Determination of rights to Employee Inventions, including documents pertaining to Executive Order 10096, et seq.	Temporary. Cutoff after case is inactive or patent is issued. Destroy when 25 years old.			02/002.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
					[DA: N1-255-94-1] [DA: N1-255-09-1]			
Legal	Intellectual Property	10.2-030	Patent Infringement Records	Infringement case files, including correspondence of a general nature regarding patent infringement.	Temporary. Cutoff after settlement of case. Destroy when 20 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]			02/002.1.A NRCS: N 13-11
Legal	Intellectual Property	10.2-040	Patent Licenses Received	Licenses received on patents or patent applications.	Temporary. Cutoff after license is no longer active. Destroy when 10 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]			02/002.1.B
Legal	Intellectual Property	10.2-050	Patent Waiver Records	Case files on petitions for waiver of patents, and all related documentation and papers.	Temporary. Destroy when 25 years old. [DA: N1-0255-94-2] [DA: N1-0255-09-1]			02/002.2 NRCS: 13-19
Legal	Intellectual Property	10.2-060	Trademark Records	All trademark-related records are located under this Schedule. Trademark files (whether registered or not), including but not limited to correspondence, applications, right to use investigations, fee, renewals, infringement case files, and notification files. Records created in any and all media by the NASA Office of General Counsel or Center Offices	Temporary. Retain in office of the General/Chief Patent Counsel. Destroy when 37 years old. [DA: N1-255-07-1]			02/002.3

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				of Chief Counsel, their internal NASA clients, and NASA contractors in the course of their efforts to obtain federal trademark registrations at the U.S. Patent and Trademark Office for NASA marks.				
Legal	Ethics	10.3-010	General Ethics Program Records	Records created and maintained to coordinate and manage an agency’s ethics program. Records relate to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Includes: • records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records. • determinations, including advice and counseling to	Temporary. Destroy 6 years following the conclusion of an Ethics Regulatory Review, provision of advice to an employee, making a determination regarding outside employment or after such determination is no longer in effect or applicable, or when no longer needed for an active investigation; whichever is later. [GRS 2.8-010] DAA-GRS-2016-0006-0001		SORN - NASA 10SCCF	01/133.0.A

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				individual employees, and supporting records. • records relating to advice and counseling on Hatch Act matters • records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities.				
Legal	Ethics	10.3-020	Ethics Training Records	Records include but are not limited to: • administration of new employee ethics orientations. annual, and other types of ethics training • agency’s annual written plans • notices about training requirements and course offerings • rosters of employees required to attend and verification of training completed • instructor guides, handbooks, handouts and other materials	Temporary. Destroy when 6 years old or when superseded, whichever is later. [GRS 2.6-020] DAA-GRS-2016-0014-0002		SORN - NASA 10SCCF	01/133.0.H
Legal	Ethics	10.3-030	Reports of Payment Accepted from Non-Federal Sources - Agency Reports	Reports, including the “Semiannual Report of Payments Accepted from a Non-Federal Source,” submitted by agencies to the Office of Government Ethics and reported on the OGE Form 1353 (SF 326). Reports summarize payments made to the agency from non-Federal	Temporary. Destroy 3 years following submission of the report to OGE. [GRS 2.8-030] DAA-GRS-2014-0005-0003		SORN - NASA 10SCCF	01/133.0.I.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.				
Legal	Ethics	10.3-031	Reports of Payment Accepted from Non-Federal Sources - Supporting Documentation	Documentation, such as statements and forms, used to complete the submitted reports.	Temporary. Destroy 1 year following submission of the report to OGE. [GRS 2.8-031] DAA-GRS-2014-0005-0004		SORN - NASA 10SCCF	01/133.0.I.02
Legal	Ethics	10.3-040	Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Records	Referrals to Inspectors General or the Department of Justice concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution, and copies of OGE Form 202, Notification of Conflict of Interest Referral.	Temporary. Destroy 6 years after final disposition of the referral to either the IG or DOJ. [GRS 2.8-020] DAA-GRS-2014-0005-0002		SORN - NASA 10SCCF	01/133.0.D
Legal	Ethics	10.3-050	Office of Government Ethics Program Questionnaire Records	Questionnaires completed by ethics officials, such as the "Annual Agency Ethics Program Questionnaire," the "Annual Agency Ethics Officer (DAEO) Survey," and other questionnaires and surveys, including records created or collected to prepare responses to	Temporary. Destroy 3 years after submission. [GRS 2.8-040] DAA-GRS-2014-0005-0005		SORN - NASA 10SCCF	01/133.0.G

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				ethics program questionnaires and surveys.				
Legal	Ethics	10.3-060	Ethics Program Review Records	Records relating to OGE reviews of agency compliance with executive branch ethics laws and regulations in such areas as financial disclosure, education and training, and advice and counseling. This includes OGE program review reports, notes and background materials produced during OGE program reviews, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.	Temporary. Destroy 6 years after all outstanding ethics program review deficiencies have been resolved or when the documentation for the next program review is on file, whichever is later. [GRS 2.8-050] DAA-GRS-2014-0005-0006		SORN - NASA 10SCCF	01/133.0.E.01
Legal	Ethics	10.3-070	Public Financial Disclosure Reports - Ethics in Government Act Filers	Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records. Reports for individuals filing in accordance with the Ethics in Government Act, as amended (5 U.S.C. app.) including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105), and not subsequently confirmed by the U.S. Senate.	Temporary. Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed. [GRS 2.8-060] DAA-GRS-2014-0005-0007	Legal Citation: 5 U.S.C. app. Section 105, 5 CFR 2634.603		01/134.0.A.01

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Legal	Ethics	10.3-071	Public Financial Disclosure Reports - All Other Reports	Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records. All other reports	Temporary. Destroy 6 years after receipt of the OGE Form 278 OR 278e by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed. [GRS 2.8-061] DAA-GRS-2014-0005-0008	Legal Citation: 5 U.S.C. app. Section 105, 5 CFR 2634.603		01/134.0.A.02
Legal	Ethics	10.3-072	Public Financial Disclosure Reports - Periodic Transactions	Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records. Periodic transaction reports. OGE 278-T forms filed by reporting individuals in accordance with the STOCK Act of 2012, and related records.	Temporary. Destroy 7 years after receipt by the agency or when the related subsequent OGE Form 278 (SF 278) is ready for destruction 6 years later. The reports may be retained longer if needed for active investigation. This disposition instruction is mandatory; deviations are not allowed. [GRS 2.8-062] DAA-GRS-2014-0005-0009	Legal Citation: STOCK Act, Publ. L. 112-105		01/134.0.A.03

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Legal	Ethics	10.3-073	Public Financial Disclosure Reports - Requests	Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records. Requests to inspect or receive copies of executive branch personnel public financial disclosure reports or other covered records (OGE Form 201 or agency equivalent form).	Temporary. Destroy when the requested report is destroyed. This disposition instruction is mandatory; deviations are not allowed. [GRS 2.8-063] DAA-GRS-2014-0005-0010	Legal Citation: 5 U.S. C. app. Section 105(b)(2)		01/134.0.A.04
Legal	Ethics	10.3-080	Confidential Financial Disclosure Reports - Not Confirmed by US Senate	Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and related records. Reports for individuals not subsequently confirmed by the U.S. Senate.	Temporary. Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed. [GRS 2.8-070] DAA-GRS-2014-0005-0011	Legal Citation: 5 CFR 2634.604		01/134.0.B.01
Legal	Ethics	10.3-081	Confidential Financial Disclosure Reports - All Other Reports	Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and related records. All other reports	Temporary. Destroy 6 years after receipt of the OGE Form 450 by the agency, or when no longer needed for active investigation, whichever is later. This disposition instruction	Legal Citation: 5 CFR 2634.604		01/134.0.B.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
					is mandatory; deviations are not allowed. [GRS 2.8-071] DAA-GRS-2014-0005-0012			
Legal	Ethics	10.3-090	Alternative or Additional Financial Disclosure Reports and Related Records - Not Confirmed by US Senate	Reports for individuals not subsequently confirmed by the U.S. Senate.	Temporary. Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed. [GRS 2.8-080] DAA-GRS-2014-0005-0014	Legal Citation: 5 U.S.C. app. Section 105		01/134.0.C.01
Legal	Ethics	10.3-091	Alternative or Additional Financial Disclosure Reports and Related Records - All Other Reports	All other reports	Temporary. Destroy 6 years after receipt of the financial disclosure report by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.	Legal Citation: 5 U.S.C. app. Section 105		01/134.0.C.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
					[GRS 2.8-081] DAA-GRS-2014-0005-0015			
Legal	Ethics	10.3-100	Financial Disclosure Supporting Documentation	Supporting documentation used to review and verify the filer's report submission. Includes records such as: • reviewer's notes • background research reports • memorialized verbal comments of filer in response to reviewer questions	Temporary. Destroy at the same time an individual's related financial disclosure report is destroyed or 6 years after the individual has submitted their last financial disclosure report; or when no longer needed for active investigation, whichever is later. [GRS 2.8-090] DAA-GRS-2014-0005-0016			01/134.0.D
Legal	Ethics	10.3-110	Ethics Agreements Records - Employees Who Do Not File Financial Disclosures	Records documenting the review and issue of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including: Agreements for employees who do not file financial disclosure reports. Includes: • review of recusals, resignations, reassignments, and divestitures	Temporary. Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken, or 6 years after it is no longer in effect, or when no longer needed for active investigation, whichever is later.	Note: Ethics Pledges and associated waiver certifications are filed in the political appointee's Official Personnel Folder or equivalent folder under the authority of Executive Order 13490 (Jan. 21, 2009): Prescribing Standards	SORN - NASA 10SCCF	01/133.0.C.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• determinations • authorizations • waivers • waivers of disqualifications	[GRS 2.8-100] DAA-GRS-2014-0005-0017	of Ethical Conduct for Government Officers and Employees		
Legal	Ethics	10.3-111	Ethics Agreements Records - Employees Who Do Financial Disclosures	Records documenting the review and issue of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including: Agreements for employees who file financial disclosure reports. Includes: • review of recusals, resignations, reassignments, and divestitures • determinations • authorizations • waivers • waivers of disqualifications	Temporary. Destroy at the same time as the employee’s last related financial report is destroyed or when no longer needed for active investigation, whichever is later. [GRS 2.8-101] DAA-GRS-2014-0005-0018	Note: Ethics Pledges and associated waiver certifications are filed in the political appointee’s Official Personnel Folder or equivalent folder under the authority of Executive Order 13490 (Jan. 21, 2009): Prescribing Standards of Ethical Conduct for government Officers and Employees	SORN - NASA 10SCCF	01/133.0.C.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Partnerships	Agreements	11.1-010	Partnership Agreements	Includes signed agreements such as reimbursable, non-reimbursable, funded, or unfunded agreements, and amendments, between NASA and other entities such as other Federal agencies, commercial businesses, state and local governments, foreign entities, academia, and non-profit institutions. May also include substantive supporting documents providing additional information on the development and execution of the agreement.	Permanent. Cutoff when the agreement is expired, terminated or superseded. Transfer to National Archives 15 years after cutoff. [DAA-0255-2022-0002-0001]	Exclusion: Financial transaction records associated with such agreements. These records are covered by items in NRRS Schedule 04.3. Also excluded are contracts, grants and other procurement managed agreements described in NRRS Schedule 04.4; as well as specific types of functional agreements covered elsewhere, such as software usage agreements, non-disclosure agreements, real estate agreements, environmental agreements, etc.		01/006.5.A
Partnerships	Agreements	11.1-011	Partnership Agreement Supporting Documentation	Supporting documentation created in formulating agreements. Supporting documentation includes but is not limited to: non-substantive correspondence, proposals, Estimated Price/Cost Reports (EPRs/ECRs)	Temporary. Cutoff when the agreement is expired, terminated, or superseded. Destroy 15 years after cutoff or when related agreement is transferred to NARA. [DAA-0255-2022-0002-0002]			01/006.5.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Partnerships	Agreements	11.1-020	Internal Agreement Case Files	Case files of agreements between or within NASA Centers or organizations concerning work to be accomplished, or products, services, or resources to be provided. These agreements are routine and administrative in nature, clarify the responsibilities of both parties and describe a service or work to be accomplished and performance targets.	Temporary. Cutoff when the agreement is expired, terminated, or superseded, or when no longer needed for business use, whichever is longer. Destroy 3 years after cutoff. [DAA-0255-2022-0002-0003]	Exclusion: Financial transaction records associated with such agreements. These records are covered by items in NRRS Schedule 04.3. Also excluded are contracts, grants and other procurement managed agreements described in NRRS Schedule 04.4; as well as specific types of functional agreements covered elsewhere, such as software usage agreements, non-disclosure agreements, real estate agreements, environmental agreements, etc.		01/007.0
Partnerships	Agreements	11.1-030	Reimbursable Agreements Guidelines	Reports, correspondence, working files and other documentation required on file to support reimbursable activities.	Temporary. Retain on-site until reference value ceases; then destroy. [DA: N1-255-94-2] [DA: N1-255-09-1]			09/007.0.A
Partnerships	Agreements	11.1-031	Reimbursable Agreements Benefitor Records	Includes original authorities for reimbursable funding for resident agencies.	Temporary. Destroy 6 years and 3 months after final payment. [DA: N1-255-94-2] [DA: N1-255-09-1]			09/007.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Partnerships	Agreements	11.1-032	Reimbursable Agreements All Other Copies	Copies of reimbursable agreements, other than record held in office of primary responsibility.	Temporary. Destroy when no longer needed or when 3 years old, whichever is sooner. [DA: N1-255-94-2] [DA: N1-255-09-1]			09/007.0.E
Partnerships	Technology Transfer	11.2-010	Inventions and Contributions Board Minutes	Minutes of the meetings of the Inventions and Contributions Board.	Temporary. Destroy when 30 years old. DAA-255-2025-0001-0001			01/016.1.A
Partnerships	Technology Transfer	11.2-020	Inventions and Contributions Board Award Case Files	Awards packages, including, but not limited to, the nomination, evaluation, correspondence, and supplementary information.	Temporary. Cut off after final action (award, non-selection, appeal). Destroy 6 years after cutoff. DAA-255-2025-0001-0002			01/016.1.B
Partnerships	Technology Transfer	11.2-030	License Grants	Records of granting of licenses of NASA owned inventions.	Temporary. Destroy when 25 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]			02/007.1 NRCS: N 13-10
Partnerships	Technology Transfer	11.2-040	Software Usage Agreements and Release Records	Software usage agreements or other software release records. These records serve as the legal instrument(s) in releasing NASA software to recipient requesters and defining the terms and conditions of release. The records include the recipient's names and contact information, together with the date of transfer and name/version of software transferred.	Temporary. Destroy 50 years after software release, or when no longer needed for business purposes, whichever is later. [DAA-0255-2016-0005]			02/007.8.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Partnerships	Technology Transfer	11.2-050	Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Case Files	Proposals, evaluations, and other materials related to the review of SBIR/STTR applications regardless of phase or selection status.	Temporary. Cut off after final action (non-selection, completion, termination) Destroy 3 years after cutoff. [DAA-0255-2023-0002]			02/006.0
Partnerships	Technology Transfer	11.2-060	Tech Briefs - Headquarters	One record copy of each publication, including abstract.	Permanent. Transfer to the National Archives when 20 years old. [DA: N1-255-94-1]	Replacement item pending with the National Archives		02/007.0.D.01 NRCS: N 23-7
Partnerships	Technology Transfer	11.2-061	Tech Briefs - Centers	Innovator's working papers (including patent) relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, together with related showing inception, scope, and background.	Temporary. Destroy when 10 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]	Replacement item pending with the National Archives		02/007.0.D.02
Partnerships	Technology Transfer	11.2-070	Technical Support Package Records	TSP files typically consist of basic technology that has not yet been transferred to a working/private-public organization. Files consist of a collection of technical documentation related to and describing aspects of the innovation reported in a NASA Tech Brief (Item D. above), including reproducible master copy (if any) and exclusive of duplicated copies of the TSP (if this is a patent, it is the basic documentation).	Temporary. Destroy when 10 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]	Replacement item pending with the National Archives		02/007.0.E NRCS: N 23-3

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Partnerships	Technology Transfer	11.2-080	New Technology Reports	New technology reports submitted to Technology Utilization Offices by in-house personnel or by contractors in accordance with the provisions of the contract's new technology clause (an annual report).	Temporary. Destroy when 5 years old. [DA: N1-255-94-1]	Replacement item pending with the National Archives		02/007.0.G.01. A NRCS: N 23-2
Partnerships	Technology Transfer	11.2-090	Spinoff Case Files	Files are maintained by year and consist of research files which contain clippings, correspondence with companies, product literature, and interview notes and any other similar documentation or related materials.	Temporary. Destroy when 20 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]	Replacement item pending with the National Archives		02/007.0.I.01
Partnerships	Technology Transfer	11.2-091	Spinoff Publication	2003 – Continuing	Permanent. Transfer to the National Archives with STI publications of NRRS Item 09.4-110. [DA: N1-255-04-4]	Replacement item pending with the National Archives		02/007.0.I.02. C
Outreach	Communications and Public Affairs	12.1-010	Public Affairs (OCOMM) Related Routine Operational Records	Records related to the routine, day-to-day administration of public affairs activities, including but not limited to: • logistics, planning, and correspondence records for routine conferences and events • correspondence and records on speakers and speaking engagements, including biographies • case files and databases of public comments (related to public affairs activities only)	Temporary. Destroy when 3 years old. [GRS 6.4-010] DAA-GRS-2016-0005-0001			01/038.1

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Outreach	Communications and Public Affairs	12.1-020	Public Correspondence and Communications Not Requiring Formal Action	Records related to correspondence and communications, including comments, to and from the public that require no formal response or action. Includes: • comments the agency receives but does not act upon or that do not require a response, such as: * write-in campaigns * personal opinions on current events or personal experiences * routine complaints or commendations * anonymous communications * suggestion box comments * public correspondence addressed to another entity and copied to the agency or that the agency receives in error * comments posted by the public on an agency website that do not require response or that the agency does not collect for further use • communications from the public that the agency responds to but takes no formal action on • agency postings on social media accounts and email blasts that consist of information released or captured elsewhere, provided the agency also captures the posting	Temporary. Destroy when 90 days old. [GRS 6.4-020] DAA-GRS-2016-0005- 0002	Note: For requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research, use NRRS item 01.1-030. Note: The agency must schedule any correspondence or communications with the public not described in this NRRS, which includes that of high-level officials. Exclusion: Correspondence relating to a specific case or action is not considered public correspondence and should be filed and maintained with the appropriate case or action file. Exclusion: Public comments that the agency takes action on		01/038.2

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
						or uses to take action are not covered by this NRRS.		
Outreach	Communications and Public Affairs	12.1-021	External Mailing and Distribution Lists	Distribution lists used by an agency to deliver specific goods or services. Records include: • contact information for customers or clients • subscription databases for distributing information such as publications and data sets produced by the agency • files and databases related to constituent and community	Temporary. Delete when superseded, obsolete, or when customer requests the agency to remove the records. Item superseded NRRS 01/088.0.A-D. [GRS 6.5-020] DAA-GRS-2017-0002-0002 (N 16-6)		SORN - GSFC 51EUID	01/088.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				outreach or relations • sign-up, request, and opt-out forms				
Outreach	Communications and Public Affairs	12.1-030	Routine Media Relations Records	Records of interactions with the press or media that contain duplicate, minimal, or limited information, such as: • requests and responses for interviews • requests and responses for information or assistance for media stories • daily or spot news recordings or videos available to local radio and TV stations • notices or announcements of media events • public service announcements • copies or articles created by the agency for publication in news media	Temporary. Destroy when no longer needed for business use. [GRS 6.4-040] DAA-GRS-2016-0005-0004	Exclusion: Transcripts of press conferences or press briefings, briefing books, and press releases are covered by NRRS item 12.1-040.		01/038.3
Outreach	Communications and Public Affairs	12.1-040	Agency Publications and Communications Materials	Final products created for external communications documenting NASA programs and activities that contribute to the Agency's mission. this includes, but not limited to, news releases and materials prepared for media, fact sheets, biographies, speeches of senior officials,	Permanent. Cut off at the end of Calendar year. Transfer to the National Archives 15 years after cutoff. [DAA-255-2025-0005-0001]	Exclusion: Publications managed as part of the Scientific and Technical Information publishing process. These are covered by NRRS item 09.4-110.		01/038.6

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				histories, formal publications and high level blog and social media posts of senior officials.				

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Outreach	Communications and Public Affairs	12.1-041	Public Affairs Product Development Records	Records that feed into development of speeches, publications, educational materials, audiovisual materials including posters, public conferences and other public outreach materials, including but not limited to: • news clippings • marketing research • copies of records used for reference in preparing products • research notes • printers galleys • drafts and working copies (see Exclusions) • preparatory or preliminary artwork or graphics • bibliographies, checklists, and indexes of agency publications and releases (see Exclusions) • clearances related to release of products (see Exclusions).	Temporary. Destroy when no longer needed for business use. [GRS 6.4-030] DAA-GRS-2016-0005-0003	Exclusion: Final products such as speeches, publications, educational materials, agency histories, mission-related audiovisual materials including posters, conference and public outreach materials. See appropriate NRRS item 12.4-040. Exclusion: This item does not include working papers or files that propose and evaluate options or alternatives and their implications in the development of high-level policies and decisions or that document findings or support recommendations. Exclusion: This item does not include bibliographies, checklists or indexes relating to records scheduled as permanent, such as		01/038.4

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
						permanent publications. See NRRS item 9.3-021. Exclusion: Records relating to obtaining approval or clearance for releasing information from other agencies or outside organizations, such as foreign governments, must be scheduled on an agency specific schedule. Exclusion: This item does not cover clearances for release of information related to declassification review.		

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Outreach	Communications and Public Affairs	12.1-050	Community Relations Records	Documentation showing the development, maintenance, and improvement of relations between NASA and the community.	Temporary. Destroy when 5 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]		SORN - NASA 10GOS	01/037.0.A NRCS: N 19-19
Outreach	Communications and Public Affairs	12.1-060	Biographical Records	Current biographical information about principal and prominent management and staff officials, program and project managers, scientists, engineers, speakers, other selected employees, involved in newsworthy activities, and other participants in agency programs, with a recent photograph when available. Data items are those generally required by NASA or the news media in preparing news or feature stories about the individual and/or the individual's activity with NASA.	Temporary. Records are maintained as long as there is potential public interest in them and are disposed of when no longer required. [DA: N1-255-94-1] [DA: N1-255-09-1]		SORN - NASA 10BRPA	01/040.0
Outreach	Communications and Public Affairs	12.1-070	Special Interest Interviews	These are unique interviews with NASA officials concerning current items, issues, or research programs/projects of interest or of special significance to NASA. Office of Primary Responsibility: HQ (Office of Communications)	Permanent. Transfer 1 production master and 1 dubbed cassette copy to the National Archives annually along with 1 hard copy of any label or background information created. [DA: N1-255-94-1]			01/057.0.C.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Outreach	Communications and Public Affairs	12.1-080	Script Records	Official film, radio, and television scripts.	Permanent. After release, transfer to the National Archives in 5 year blocks when 10 years old. [DA: N1-255-94-1]			01/063.0.A NRCS: N 19-3
Outreach	Visual Information	12.2-010	Noteworthy Still and Video Imagery	Still or video imagery of center or agency subjects or activities of significant or historic documentary value. Records categories are institutional, education and communication (public affairs). Such as: Complete productions or new artwork/imagery created from b-roll or altered imagery, Completed still images or productions either aired on NASA TV or as official NASA releases through other media outlets, including social media, Imagery of center or agency events including dignitary visits, space milestone anniversary celebrations or memorials, Imagery of industry or technology collaboration and historic facilities, Images of potentially endangered flora and fauna existing within and around NASA sites, Portraits and imagery documentation of high-ranking or notable NASA employees.	Permanent. Cutoff annually at end of the calendar year. Transfer to NARA in 5 year blocks when the most recent records are 5 years old. [DAA-0255-2017-0007]	Exclusion: Imagery of mission oriented programs/projects/technical subjects are covered in Schedule 16.2 series items.		02/023.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Outreach	Visual Information	12.2-011	Routine Still and Video Imagery	Still or video imagery that does not document historically significant center or agency subjects, events, or activities. Such as: Imagery of training classes or meetings, employee award events, retirement ceremonies, and routine activities common to most Government agencies (e.g., CFC campaigns, history month events, blood drives, etc.), Internal imagery communications of short-lived value., Non-substantive commentary video	Temporary. Cutoff annually at end of calendar year. Destroy/delete 7 years after cutoff or when no longer needed for reference, whichever is later. [DAA-0255-2017-0007]	Exclusion: Imagery of mission oriented programs/projects/technical subjects are covered in Schedule 16.2 series items.		02/023.0.B
Outreach	Visual Information	12.2-012	Copies and Near Duplicates of Imagery	Duplicate copies of all imagery, and views or footage similar to and shot at the same time as selected imagery in NRRS items 12.2-010 and 011 above.	Temporary. Destroy when no longer needed for reference purposes. [DAA-0255-2017-0007]	Exclusion: Imagery of mission oriented programs/projects/technical subjects are covered in Schedule 16.2 series items.		02/023.0.C
Outreach	Visual Information	12.2-020	Imagery Indexes	Log books, caption sheets, shelf lists, indexes, catalogs, and shot lists, used as finding aids for identification, retrieval, or use.	Temporary. Destroy when no longer needed. [GRS 4.1-010] DAA-GRS-2013-0002-0016			02/022.0.A
Outreach	Visual Information	12.2-030	Imagery Work Orders	Work orders and ledgers used in processing and production of photographic series (information may be contained in an electronic action tracking system).	Temporary. Destroy when 3 years old. [DA: N1-255-94-1]			02/022.0.B.01 NRCS: N 9-4

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Outreach	Visual Information	12.2-040	Posters	Posters relating to the programs and mission of NASA created for hard-copy distribution, and still existing in printed form, have intrinsic value in that form, and should be transferred in hard copy to NARA. Transfer all other posters as digital files.	Permanent. Cut off at end of Calendar year. Transfer to the National Archives immediately after cutoff. [DAA-255-2025-0005-0002]			01/059.0.A
Outreach	Visual Information	12.2-050	Major Exhibits	Files include visitor centers and major off-site exhibits including pictures of set-up/design, specifications sheets and related papers.	Permanent. Retain exhibit material/ documentation on-site for 2 years after exhibit is closed or removed, then transfer to the National Archives. [DA: N1-255-94-1]			01/065.0.B
Outreach	Visual Information	12.2-051	Special Exhibits	Files consist of case files on special project/exhibits, unique programs, including photographs of the project/exhibit. Examples of such exhibits are, but not limited to: • World Fairs • Air Show(s) • Exhibits for the Blind	Permanent. Transfer to the National Archives 5 years after completion of project/exhibit or when 20 years old, whichever is sooner. [DA: N1-255-94-1]			01/065.0.C
Outreach	Visual Information	12.2-052	Routine Exhibits	Files consist of case records and related documentation/materials, pictures of set-up/design, and specification sheets.	Temporary. Destroy when no longer needed. [DA: N1-255-94-1] [DA: N1-255-09-1]			01/065.0.A
Outreach	Education	12.3-010	Education Program	General records (in any format) of program administration not	Temporary. Destroy or delete when 5 years			01/068.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
			General Records	linked to specific projects or education packages.	old. [DA: N1-255-10-3]			
Outreach	Education	12.3-020	Education Program Specific Programs Management Records	Records and documentation related to the operation and functions of specific NASA Education programs, projects, and activities/opportunities. Project management records documenting basic information about projects and/or opportunities, including basic project descriptions, funding amounts and sources, project managers, and NASA Centers.	Temporary. Destroy or delete when 10 years old or when no longer needed, whichever is longer. [DA: N1-255-10-3]			01/068.0.B.01
Outreach	Education	12.3-030	Education Program Specific Programs Administrative Records	Records and documentation related to the operation and functions of specific NASA Education programs, projects, and activities/opportunities. Administrative records including but not limited to funding management, calendars, schedules, correspondence, announcements, course descriptions, objectives, registration, and rosters.	Temporary. Destroy or delete when 5 years old. [DA: N1-255-10-3]		SORN - NASA 10EDUA	01/068.0.B.02
Outreach	Education	12.3-040	Education Program Curriculum Materials	Curriculum materials for use by instructors or students, including but not limited to record copy of	Permanent. Transfer to the National Archives 7 years after superseded			01/068.0.B.03

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				manuals, syllabuses, textbooks, and on-line packages.	or obsolete. [DA: N1-255-10-3]			
Outreach	Education	12.3-050	Education Program Participant Records - Students Receiving Significant Awards	Records of participants, maintained either as individual or aggregated files on individuals who are identified with unique identifiers. Records include but not limited to application forms, and letters of recommendations. Records that contain “Personally Identifiable Information” must be managed per guidance of NASA and Federal privacy policies. Records of participants receiving significant awards (defined as a minimum financial award of \$3,000 and/or 1,600 or more contact hours in NASA activities).	Temporary. Cutoff at last activity with files. Destroy between 5 and 40 years after cutoff. [DAA-0255-2015-0002]		SORN - NASA 10EDUA	01/068.0.C.01
Outreach	Education	12.3-060	Education Program Participant Records - Students Not Receiving Significant Awards	Records of participants, maintained either as individual or aggregated files on individuals who are identified with unique identifiers Records include but not limited to application forms, and letters of recommendations. Records of participants that have not received significant awards.	Temporary. Cutoff at last activity with file. Destroy 5 years after cutoff. [DAA-0255-2015-0002]		SORN - NASA 10EDUA	01/068.0.C.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Outreach	Education	12.3-070	Education Programs Survey Records	Survey responses and other feedback from project participants and the general public concerning NASA educational programs, including interest area preferences, participant feedback, and reports of experiences in projects.	Temporary. Destroy or delete when 10 years old or when no longer needed, whichever is longer. [DA: N1-255-10-3]		SORN - NASA 10EDUA	01/068.0.D
Outreach	Archives, History, and Library	12.4-001	History Program Administrative Records	Routine office files, general correspondence, and other materials related to the day-to-day operations and management of the history office and its programs.	Temporary. Destroy when 6 years old. [DA: N1-255-94-1, 11] [DA: N1-255-09-1]			01/011.0
Outreach	Archives, History, and Library	12.4-010	Archival Collection Management and Administration records	Records related to the overall development and maintenance of archival collections including, but not limited to: collection development policies, preservation and protection plans, and processing workflows.	Temporary. Cutoff when superseded or obsolete. Destroy 3 years after cutoff. [DAA-0255-2024-0002-0002]			01/010.8
Outreach	Archives, History, and Library	12.4-020	Agency Archival Collections	Agency and Center archival collections created and maintained for preservation and access to materials that the agency considers historically, technologically, scientifically, culturally, and/or intrinsically significant. Collections may include, but are not limited to: Records that have enduring historic value to the Agency but are not appropriate for permanent retention by the	Retain for the lifetime of the agency/agency archival program. In the event of the dissolution the NASA archives, the agency may work with NARA to donate these records to other institutions under 36 CFR 1226.26. [DAA-0255-2024-0002-0001]	Note: This item is for the exclusive use of the formal Agency History and Archives program. It is not for organizations to deem their functional records as historical or permanent.		01/010.2

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				National Archives, • Copies of permanent records that have been accessioned by the National Archives, • Associated transfer documentation, deeds of gift, archival descriptions, finding aids, and metadata				
Outreach	Archives, History, and Library	12.4-030	Oral History Transcript Records	Approved transcripts , accompanying release forms, and if included, any supplementary background information on the interviewee. Background materials include scans of personal documents and photos that interviewees brought and referred to during the interview.	Permanent. Cut off when final transcript approved. Transfer to the National Archives 20 years after cutoff. [DAA-255-2024-0003-0001]			01/011.5.A
Outreach	Archives, History, and Library	12.4-031	Oral History Audio-Visual Working Files	Recordings created while conducting the interview and used to create the official transcript.	Temporary. Destroy when no longer needed. [DAA-255-2024-0003-0002]	Note: While "working files" are not generally considered records, NARA felt it was appropriate to schedule this content.		01/011.5.B
Outreach	Archives, History, and Library	12.4-040	Library Administrative Records	Records documenting a library’s planning and management. Records may document library policies, procedures, and statistics. Includes records such as: • strategic plans, project plans • policies and procedures for developing collections, acquisitions, patron privacy, loans, and restricting library	Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable. [GRS 4.4-010] DAA-GRS-2015-0003-0001	Note: For records on purchasing licenses, subscriptions, vendor services, or interagency agreements, see NRRS 04.4, Procurement Records		02/010.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				material • promotional material describing library services and resources • correspondence and records on library staffing and relations with other libraries • quick guides to library databases and resources, topical or customized reading lists, and bibliographies				
Outreach	Archives, History, and Library	12.4-050	Library Operations Records	Records documenting the daily activities of running a library. Includes: • reference inquiries and responses • correspondence and records about normal cataloging, circulation, and document delivery activities • visitor logs, sign-in sheets, computer sign-up sheets, and equipment or facility registration forms • photocopying and digitization requests	Temporary. Destroy when business use ceases. [GRS 4.4-020] DAA-GRS-2015-0003-0002			02/010.0.B
Outreach	Archives, History, and Library	12.4-060	Inter Library Loan Requests	Interlibrary Loan (ILL) Requests	Temporary. Destroy 5 years after completing the transaction. [GRS 4.4-030] DAA-GRS-2015-0003-0003			02/010.0.C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Health and Medical	Employee Health	13.1-010	Clinic Scheduling Records	Scheduling records of clinic visits, both occupational and non-occupational. Includes: • patient’s name, time of appointment, and type of work to be performed • details for pending, confirmed, and upcoming appointments, including date, time, clinic, care team and reason for visit • notifications about appointment updates • patient visit and other scheduling-related statistics	Temporary. Destroy when 3 years old. [GRS 2.7-010] DAA-GRS-2017-0010-0001			01/128.0
Health and Medical	Employee Health	13.1-020	Occupational Injury and Illness Program Records	Records documenting the planning, management, reporting, and routine operations undertaken by occupational health and safety organizations. Includes: • miscellaneous reports, annual summaries or reports to the Secretary of Labor • correspondence with internal agency offices	Temporary. Destroy when 6 years old. [GRS 2.7-020] DAA-GRS-2017-0010-0002			01/126.0.C.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Health and Medical	Employee Health	13.1-030	Occupational Individual Medical Case Files - Long Term Records	Long Term Records These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health Administration (OSHA) medical records, and medical surveillance records.	Temporary. Destroy 30 years after employee separation or when the Official Personnel Folder (OPF) is destroyed, whichever is longer. [GRS 2.7-060] DAA-GRS-2017-0010-0009	Exclusion: Individual non-occupational medical records are covered by NRRS item 13.1-033. Note: While non-occupational/patient records pertaining to an employee are not required to be included as a record within the individual occupational medical case files, under certain conditions, copies of such records are occupationally-related and, in those cases, may be included in the individual occupational medical case files. (5 CFR 293.504) Note: For transferred employees subject to OPM’s requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions.	SORN - NASA 10HIMS	01/127.0.A.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
						Note: For separated employees subject to OPM’s requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions. Note: OPM determines which records are long-term and which are short-term records. For guidance on which records qualify for this category, follow OPM guidance.		

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Health and Medical	Employee Health	13.1-031	Occupational Individual Medical Case Files - Short Term Records	These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health Administration (OSHA) medical records, and medical surveillance records.	Temporary. Destroy 1 year after employee separation or transfer. [GRS 2.7-061] DAA-GRS-2017-0010-0010	Note: OPM determines which records are long-term and which are short-term records. For guidance on which records qualify for this category, follow OPM guidance.	SORN - NASA 10HIMS	01/127.0.A.02
Health and Medical	Employee Health	13.1-032	Individual Employee Health Case Files Created Prior to Establishment of Employee Medical Folder	Individual Employee Health Case Files created prior to establishment of the EMF system that has been retired to an FRC.	Temporary. Destroy 60 years after retirement to NARA Records Storage Facility. [GRS 2.7-062] DAA-GRS-2017-0010-0011		SORN - NASA 10HIMS	01/127.0.A.03
Health and Medical	Employee Health	13.1-033	Non-Occupational Individual Medical Case Files	Non-occupational individual medical case files Records of treatment or examination created and maintained by a health care facility or dispensary documenting an individual's medical history, physical condition, vaccinations, and first-aid visits for nonwork related purposes.	Temporary. Destroy 10 years after the most recent encounter. [GRS 2.7-070] DAA-GRS-2017-0010-0012		SORN - NASA 10HIMS	01/127.0.B.01
Health and Medical	Employee Health	13.1-034	Non-Occupational Health Records of NASA Visitors	Visitors Seeking Use of NASA Facilities Health and medical history information and records that contain results of physicals or medical assessment.	Temporary. Cutoff at end of calendar year. Destroy 7 years after cutoff. [DAA-0255-2017-0008-0001]		SORN - NASA 10HIMS	01/127.0.B.03

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Health and Medical	Employee Health	13.1-035	Symptom Screening and Testing Records - Federal Employees	Records related to screening and testing of Federal employees intended to detect a possible communicable or infectious disease, if collected. Includes: • symptom check/screening data • testing records/results Applies only to records related to federal employees of the agency collecting the records.	Temporary. Destroy when 1 year old. [GRS 2.7-065] DAA-GRS-2021-0003-0003			01/127.0.B.07. A
Health and Medical	Employee Health	13.1-036	Symptom Screening and Testing Records - Contractors and Visitors	Records related to screening and testing of contractors and visitors intended to detect a possible communicable or infectious disease, if collected. Includes: • symptom check/screening data • testing records/results Includes federal employees that are visiting from another agency.	Temporary. Destroy when 30 days old. [GRS 2.7-066] DAA-GRS-2021-0003-0004			01/127.0.B.07. B
Health and Medical	Employee Health	13.1-037	Vaccine Attestations - Federal Employees and Contractors	Vaccination attestations and proof of vaccination records of Federal employees and contractors. Records attesting to an individuals' current vaccination status and providing proof or certification of vaccination. Applies only to records related to federal employees and	Temporary. Destroy when 3 years old. [GRS 2.7-063] DAA-GRS-2021-0003-0001	Note: If agencies file these records in occupational health files, use the disposition authority for occupational health files instead.		01/127.0.B.06. A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				contractors of the agency collecting the records.				
Health and Medical	Employee Health	13.1-038	Vaccine Attestations - Visitors	Vaccination attestations and proof of vaccination records of visitors. Records attesting to an individuals' current vaccination status and providing proof or certification of vaccination. Includes federal employees and contractors visiting from other agencies.	Temporary. Destroy when 30 days old. [GRS 2.7-064] DAA-GRS-2021-0003-0002			01/127.0.B.06.B
Health and Medical	Employee Health	13.1-040	Non-Occupational Health and Wellness Program Records	Records documenting the planning, management, reporting, correspondence with internal agency offices, statistical summaries, and routine operations undertaken by employee health service organizations involving non-occupational worksite health and wellness programs, such as a lactation program, Automated External Defibrillators (AEDs), alcohol and drug abuse programs, and tobacco cessation. Includes: • health risk appraisals	Temporary. Destroy 3 years after the project, activity, or transaction is completed or superseded. [GRS 2.7-080] DAA-GRS-2017-0010-0013			01/127.0.B.05

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• biometric testing • health coaching • disease management • behavioral management • preventive services • fitness programs				
Health and Medical	Employee Health	13.1-050	Employee Assistance Program Counseling Records - Not Performance or Conduct Related	Records of individuals who have sought or been referred to counseling services provided through the Employee Assistance Program (EAP). May include records of family members and dependents. Records documenting nature of an individual's problem and participation in a treatment or rehabilitation program. Records may include documentation of treatment by a private therapist or a therapist at a federal, state, local government, or private institution. Includes: • Privacy Act and signed written consent forms • psychosocial history and assessments • medical records • correspondence with the client • clinical and education	Temporary. Destroy 7 years after termination of counseling for adults or 3 years after a minor reaches the age of majority, or when the state-specific statute of limitations has expired for contract providers subject to state requirements. [GRS 2.7-091] DAA-GRS-2017-0010-0015		SORN - NASA 10HIMS	01/127.0.C.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				interventions • records of attendance at treatment, kinds of treatment, and counseling programs • identity and contact information of treatment providers • name, address, and phone number of treatment facilities • notes and documentation of internal EAP counselors • insurance data • intervention outcomes				
Health and Medical	Employee Health	13.1-051	Employee Assistance Program Counseling Records - Performance or Conduct Related	Records of individuals who have sought or been referred to counseling services provided through the Employee Assistance Program (EAP). May include records of family members and dependents. Records of counseling services provided through the EAP for performance or conduct reasons. Records include documentation of: • leave and attendance • performance • alleged inappropriate behavior or workplace violence • reason for referral • management interventions	Temporary. Destroy once employee has met condition(s) specified by agreement or adverse action or performance-based action case file has been initiated. [GRS 2.7-090] DAA-GRS-2017-0010-0014	Note: Adverse and performance-based action files are covered by NRRS item 03.4-020.	SORN - NASA 10HIMS	01/127.0.C.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• illegal drug or alcohol use * test results for use of illegal drugs * test results for alcohol consumption on the job * substance abuse assessment, treatment, aftercare, and monitoring records				
Health and Medical	Employee Health	13.1-060	Medical Incident Investigations	Records of medical incidents and subsequent investigations occurring in the NASA healthcare system.	Temporary. Retained by Chief Health and Medical Officer. Destroy 20 years after date of incident. [DAA-0255-2011-0002-0001]		SORN - NASA 10HIMS	01/127.7.0.A
Health and Medical	Employee Health	13.1-070	Healthcare Credentialing Records	Professional credentials of licensed and unlicensed healthcare providers employed by NASA health facilities.	Temporary. Retain onsite at Center of Service. Destroy 15 years after employee separation. [DAA-0255-2011-0002-0002]		SORN - NASA 10HIMS	01/127.7.B.01. A
Health and Medical	Employee Health	13.1-071	Healthcare Credentialing Records - Unsuccessful Applicants	Professional credentials of licensed and unlicensed healthcare professionals who are unsuccessful applicants to NASA health facilities.	Temporary. Destroy when no longer needed for applicant selection purposes. [DAA-0255-2011-0002-0003]		SORN - NASA 10HIMS	01/127.7.B.01. B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Health and Medical	Employee Health	13.1-072	Healthcare Provider Privileging Records	Records of employment actions taken regarding licensed and unlicensed healthcare providers, including any adverse actions taken as a result of impairment (inability to perform duties due to physical or mental impairment) or other issue.	Temporary. Retained by Chief Health and Medical Officer. Destroy 15 years after employee separation. [DAA-0255-2011-0002-0004]		SORN - NASA 10HIMS	01/127.7.B.02
Health and Medical	Employee Health	13.1-080	Narcotic and Sedative Drug Records	All records on the control and disposition of narcotic and sedative drugs, including completed NASA Forms, describing dosages, shipments, inventories, and verifications.	Temporary. Destroy when 3 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 11-11)			01/129.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Health and Medical	Industrial Hygiene	13.2-010	Employee Beryllium Exposure Survey Records	All employee-related beryllium exposure records and supporting documentation, including: • Case specific correspondence • General and routine correspondence • Field notes and observations • Sampling forms and data • Analytical methodologies notes • Calculations, and mathematical methods used • Training • Background data and information and notes • Records of Decision (ROD) • Laboratory and all other reports • Work sheets • Sampling plans and collection methodologies • Photos • Interviews • Final reports and/or forms • Exposure evaluations • Qualitative exposure assessments • Other records created in compliance with the most protective federal, state and local industrial hygiene protection statutes and regulations, Executive Orders, and industry standards including, but not limited to, the most current, OSHA, NIOSH, NASA NPRs,	Temporary. Cutoff upon employment termination. Destroy 75 years after cutoff. [DAA-0255-2011-0005]	Note: Retention period under these items may be lengthened to comply with state or local statutes and regulations.		01/129.5.A.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				ACGIH, ANSI and ASHRAE standards.				

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Health and Medical	Industrial Hygiene	13.2-011	Employee Non-Beryllium Exposure Survey Records	All other employee-related exposure records and supporting documentation, including: • Case specific correspondence • General and routine correspondence • Field notes and observations • Sampling forms and data • Analytical methodologies notes • Calculations, and mathematical methods used • Training • Background data and information and notes • Records of Decision (ROD) • Laboratory and all other reports • Work sheets • Sampling plans and collection methodologies • Photos • Interviews • Final reports and/or forms • Chemical exposure evaluation • Metals exposure evaluation - Incident or exposure evaluation - Complaint investigation • - Ergonomic Investigation • Indoor air quality investigation • Noise exposure evaluation • Heat stress evaluation • Asbestos abatement monitoring records • All qualitative exposure assessments	Temporary. Cutoff upon employment termination. Destroy 30 years after cutoff. [DAA-0255-2011-0004]	Note: Retention period under these items may be lengthened to comply with state or local statutes and regulations.		01/129.5.A.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				• Other records created in compliance with the most protective federal, state and local industrial hygiene protection statutes and regulations, Executive Orders, and industry standards including, but not limited to, the most current, OSHA, NIOSH, NASA NPRs, ACGIH, ANSI and ASHRAE standards.				

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Health and Medical	Industrial Hygiene	13.2-012	General Beryllium Exposure Survey Records	All beryllium exposure records not related to specific employees and supporting documentation, including: • Correspondence • Field notes and observations • Sampling forms and data • Analytical methodologies notes • Calculations, and mathematical methods used • Training • Background data and information and notes • Records of Decision (ROD) • Laboratory and all other reports • Work sheets • Sampling plans and collection methodologies • Photos • Interviews • Final reports and/or forms • Process or chemical reviews • General workplace evaluations • Local exhaust system evaluations • Personal Protective Equipment evaluations • Job/Safety Hazard Analyses • Final reports and/or forms • Design reviews • Work authorizations and permits • Chemical inventories • Audits, inspections, and	Temporary. Cutoff annually. Destroy 75 years after cutoff. [DAA-0255-2011-0003]	Note: Retention period under these items may be lengthened to comply with state or local statutes and regulations.		01/129.5.A.03

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				corrective action plans • Equipment calibrations • Other records created in compliance with the most protective federal, state and local industrial hygiene protection statutes and regulations, Executive Orders, and industry standards including, but not limited to, the most current, OSHA, NIOSH, NASA NPRs, ACGIH, ANSI and ASHRAE standards.				

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Health and Medical	Industrial Hygiene	13.2-013	General Non-Beryllium Exposure Survey Records	All other exposure records not related to specific employee and supporting documentation, including: • Correspondence • Field notes and observations • Sampling forms and data • Analytical methodologies notes • Calculations, and mathematical methods used • Training • Background data and information and notes • Records of Decision (ROD) • Laboratory and all other reports • Work sheets • Sampling plans and collection methodologies • Photos • Interviews • Final reports and/or forms • Process or chemical reviews • General workplace evaluations • Local exhaust system evaluations • Personal Protective Equipment evaluations • Job/Safety Hazard Analyses • Final reports and/or forms • Design reviews • Work authorizations and permits • Chemical inventories • Audits, inspections, and	Temporary. Cutoff annually. Destroy 30 years after cutoff. [DAA-0255-2011-0005]	Note: Retention period under these items may be lengthened to comply with state or local statutes and regulations.		01/129.5.A.04

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				corrective action plans • Equipment calibrations • Other records created in compliance with the most protective federal, state and local industrial hygiene protection statutes and regulations, Executive Orders, and industry standards including, but not limited to, the most current, OSHA, NIOSH, NASA NPRs, ACGIH, ANSI and ASHRAE standards.				

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Health and Medical	Industrial Hygiene	13.2-020	Radiation Safety Compliance Records	Records maintained by Radiation Safety Officers or Radiation Safety Programs required for compliance with Federal, state, or local regulations. This includes, but is not limited to: • Provisions of the radiation protection program • Surveys • Exposure records • Training documentation • Calibrations • Records of handling of radiation and byproduct material • Program audits • Radiation safety committee records • Decommissioning records	Temporary. Destroy 75 years after the termination of the license or program. [DAA: 0255-2022-0004-0001]			01/130.5.A
Health and Medical	Industrial Hygiene	13.2-030	Non-Ionizing Radiation Safety Monitoring Records	All non-ionizing radiation survey records, supporting documentation of monitoring and measuring in the workplace. This includes, but is not limited to: • Analytical methodologies • Calculations • Background data relevant to interpretation of the results The most current industry consensus standards apply, including, but not limited to, OSHA, NASA NPRs, ACGIH, FAA, and ANSI standards.	Temporary. Cutoff annually. Destroy 30 years after cutoff. [DAA: 0255-2022-0004-0002]			01/130.5.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Safety	Safety	14.1-010	Safety Concerns and Suggestions - Office of Primary Responsibility	Records and reports on employee safety concerns and suggestions. Records consist of safety concerns, unexpected occurrences, and related beneficial safety suggestions. EXCLUDING facility repairs or maintenance requests that are reported to the Center’s safety organization. Office of Primary Responsibility	Temporary. Destroy or delete 1 year after suggestion disposition or when no longer needed for business purposes, whichever is later. [DAA-0255-2016-0002]			01/119.5.A
Safety	Safety	14.1-011	Safety Concerns and Suggestions - All Other Copies	Records and reports on employee safety concerns and suggestions. Records consist of safety concerns, unexpected occurrences), and related beneficial safety suggestions. EXCLUDING facility repairs or maintenance requests that are reported to the Center’s safety organization. All other copies	Temporary. Cutoff at end of fiscal or calendar year. Destroy 90 days after cutoff or when no longer needed for business purposes, whichever is later. [DAA-0255-2016-0002]			01/119.5.B
Safety	Safety	14.1-020	Safety Standards Records - Office of Primary Responsibility	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	Temporary. Destroy when 10 years old or when superseded or obsolete, whichever is sooner. [DA: N1-255-94-1] [DA: N1-255-09-1]			01/125.0.A NRCS: N 21-1

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				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. Office developing the standard				
Safety	Safety	14.1-021	Safety Standards Records - All Other Copies	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. All other copies	Temporary. Destroy 2 years after superseded or obsolete, whichever is sooner. [DA: N1-255-94-1] [DA: N1-255-09-1]			01/125.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Safety	Safety	14.1-030	Mishap Investigation Records - Significant Mishaps	Mishap investigation case files for all mission-related Class A and B mishaps as well as mission-related high visibility close call investigations. Records include, but are not limited to, Mishap Investigation Board Files, final reports, corrective action plans, and required recordkeeping elements outlined in NASA's mishap investigation directives.	Permanent. Cutoff when investigation is closed. Transfer to National Archives 20 years after cutoff. [DAA-0255-2023-0001-0001]			01/121.5.A
Safety	Safety	14.1-031	Mishap Investigation Records - All Other Mishaps	Mishap investigation case files for all NON-mission related Class A and B mishaps, Class C and D mishaps, close calls, and non-reportable incidents.	Temporary. Cutoff when investigation is closed. Destroy 20 years after cutoff. [DAA-0255-2023-0001-0002]			01/121.5.B
Safety	Safety	14.1-040	Annual NASA Safety Reports - Agency	Statistical reports, surveys on loss and injuries compiled by Headquarters from reports described in 14.1-041 (This is typically an annual report that can, but is not limited to, include hardware loss, and more information/data than DOL report requires.) Headquarters	Temporary. Destroy when 15 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]			01/120.0.A.01 NRCS: N 21-4
Safety	Safety	14.1-041	Annual NASA Safety Reports - Centers	Statistical reports, surveys on loss and injuries compiled by Headquarters from reports sent to the Agency to create reports described in 14.1-040.	Temporary. Destroy when 10 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]			01/120.0.A.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				Centers -feeder reports to HQ				
Safety	Safety	14.1-042	Safety Program Reports - Agency	Statistical reports from Centers regarding injuries and accidents, such as NASA Forms 344 and 345. Headquarters.	Temporary. Destroy when 15 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]	Note: 01-17-02, NASA Forms 344 and 345 no longer exist and have not been used for many years. (THIS IS AN INACTIVE SERIES OF RECORDS.)		01/120.0.B.01 NRCS: N 21-3
Safety	Safety	14.1-043	Safety Program Reports - Centers	Statistical reports from Centers regarding injuries and accidents, such as NASA Forms 344 and 345. Centers and all other offices/copies.	Temporary. Destroy when 12 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]	Note: 01-17-02, NASA Forms 344 and 345 no longer exist and have not been used for many years. (THIS IS AN INACTIVE SERIES OF RECORDS.)		01/120.0.B.02
Safety	Safety	14.1-044	KSC Ground Support Safety and Reliability Records	Files consist of Safety & Reliability Reports including Hazard Reports and Risk Assessments relating to the KSC Ground Support Equipment that interfaces with the flight hardware. Files contain, but are not limited to: Preliminary-, KSC-Hazard Reports; ESR-, Mission Safety-, Safety-, and System/Subsystem-Assessments; System Safety Review Panel Issues; System Assurance, Failure Mode & Effects-Analyses; Critical Items Lists; Design Review	Temporary. Cutoff when the risk/ safety assessment/analysis is complete/inactive. Destroy when 15 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]			01/120.0.E

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				Reports; and, Criticality Assessments.				
Safety	Safety	14.1-050	Equipment Special Permit Files	Requests for permits to operate and handle special type machines and tools controlled by manufacturers.	Temporary. Destroy on expiration of permit or when superseded. [DA: N1-255-94-1] [DA: N1-255-09-1]			01/123.0 NRCS: N 21-8
Safety	Safety	14.1-060	Safety Activity Records	Records, regardless of format, of safety activities by designated organizational personnel other than the office of functional responsibility for the safety program, including Supervisor Safety Visit records, minutes of periodic safety meetings, fire extinguisher location logs, and related materials. Internal organizational safety activities records would be included in this item. Cutoff date is based on date of document, activity, or entry in log.	Temporary. Cutoff at the end of the fiscal or calendar year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later. [DAA-0255-2016-0001]			01/117.5
Safety	Safety	14.1-070	Property Safety Inspection Records - Inspecting Office	Safety inspection and maintenance records for all NASA real and personal property. Inspecting office	Temporary. Destroy 5 years after disposal. [DA: N1-255-94-1] [DA: N1-255-09-1]	Note: For Payload Safety Data Files/Records use NRRS 16.2.		01/117.0.A NRCS: N 21-6
Safety	Safety	14.1-071	Property Safety Inspection	Safety inspection and maintenance records for all NASA real and personal property.	Temporary. Destroy when 4 years old.			01/117.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
			Records - All Other Copies	All other offices/copies	[DA: N1-255-94-1] [DA: N1-255-09-1]			
Safety	Safety	14.1-080	Occupational Safety and Health Administration Citation Records	Files consist of original letters of Citation & Notification of Penalty from the U.S. Department of Labor; Results of investigations; Modification Abatement Plan Requests; and Final Abatement Plan Documentation.	Temporary. Destroy 10 years after date of abatement/resolution. [DA: N1-255-94-3] [DA: N1-255-09-1]			08/040.5
Safety	Safety	14.1-090	Ground Based Pressure System Records	Reports and correspondence related to design, inspection, and certification of Ground-Based Pressure Systems. Records may include Inspection reports, Pressure System Condition Reports Category C, Low Energy/Low Risk Requests, Pressure Systems Design Review Records, Waivers, and Weld/Braze Inspection Reports. Certification packages include active and superseded records. Inspection and re-certification dates are based on NASA inspection table requirements. Cutoff date is date of document.	Temporary. Destroy when 25 years old. [DA: N1-255-99-3] [DA: N1-255-09-1]	Note: If Pressure Vessels and Systems ceases to exist and records are at least 3 years old, early destruction of records can be requested through NASA Records Officer at Headquarters.		01/118.0
Quality Assurance	Quality Assurance	15.1-010	Internal Control Review, Response, and Mitigation Management Records	Copies of reports and audits identifying internal administrative program weaknesses, mitigation action plans, corrective actions, tracking records, correspondence, and	Temporary. Destroy 5 years after no further corrective action is needed. [GRS 5.7-020] DAA-GRS-2017-0008-0002			01/079.0.C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				other records held by the office responsible for coordinating internal control functions.				
Quality Assurance	Quality Assurance	15.1-020	Quality Management System and External Quality Certification Records	Files related to the status and overall effectiveness of the Management Systems /external certification programs at the NASA installations. Records include, but are not limited to audits, oversight of corrective actions, management review activities, quality system metrics/evaluations, and correspondence with external auditors.	Temporary. Destroy when 7 years old. [DA: N1-255-99-3] [DA: N1-255-09-1]	Exclusion: For Quality Assurance records related to NASA Programs & Projects, see NRRS Schedule 16.2		01/026.5.A
Quality Assurance	Quality Assurance	15.1-030	Quality Management Activities - All Other	Records related to improvement of management and quality processes and activities throughout the Agency and not covered elsewhere in these schedules. Records include, but are not limited to, reports of quality issues, customer/constituent feedback, surveys and survey responses, and documentation/tracking of quality issue corrective actions.	Temporary. Destroy when 5 years old. [DA: N1-255-10-2]	Exclusion: For Quality Assurance records related to NASA Programs & Projects, see NRRS Schedule 16.2 Exclusion: Records related to the implementation of formal Quality Management Systems and external quality certification programs. See NRRS item 15.1-020.		01/026.5.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Quality Assurance	Quality Assurance	15.1-040	Calibration Case Files - Calibration and Metrology Copy	Calibration records of equipment used as inspection, measuring, or test equipment on Programs/Projects, Research and Development activities and internally to the Calibration & Metrology Facility as Calibration Standards. Office of Record shall be the on-Center Calibration & Metrology Services Facility or the on-Center Government-owned metrology database. If no on-Center Calibration & Metrology Services Facility or Government-owned database exists, the Office of Record shall be the person to whom the equipment is assigned.	Temporary. Destroy 5 to 10 years after the equipment is excessed or no longer in NASA inventory. [DA: N1-255-08-1]			08/041.5.A.01
Quality Assurance	Quality Assurance	15.1-041	Calibration Case Files - Program Offices Copy	Calibration records of equipment used as inspection, measuring, or test equipment on Programs/Projects, Research and Development activities and internally to the Calibration & Metrology Facility as Calibration Standards. Copies held by Program and Project Offices	Temporary. Retain per retention Schedule for Program/Project Case Files. See NRRS Schedule 16.2. [DA: N1-255-08-1]			08/041.5.A.02
Quality Assurance	Quality Assurance	15.1-050	Calibration and Metrology Compliance and Audit Records	Documents used to demonstrate compliance with NASA Directive for Metrology and Calibration. Examples of records/documents	Temporary. Cutoff upon audit, analysis or quality check. Delete 5			08/041.5.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				may include, but are not limited to, internal and external audits, interval analysis, and calibration quality checks.	years after cutoff. [DA: N1-255-08-1]			
Quality Assurance	Quality Assurance	15.1-060	Manufacturing Quality Records - Defect Records	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.	Temporary. Destroy 3 years after completion of final production order for the related component. [DA: N1-255-94-2] [DA: N1-255-09-1]			05/035.0.A.01 NRCS: N 20-5
Quality Assurance	Quality Assurance	15.1-061	Manufacturing Quality Records - 3rd Party	Documents related to third-party audits and certification of manufactured components.	Temporary. Destroy 3 years after certification date. [DA: N1-255-00-5] [DA: N1-255-09-1]			05/035.0.A.02
Quality Assurance	Quality Assurance	15.1-062	Manufacturing Control Records	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.	Temporary. Destroy 3 years after completion of related work. [DA: N1-255-94-2] [DA: N1-255-09-1]			05/032.0 NRCS: N 20-8
Quality Assurance	Quality Assurance	15.1-070	Reliability and Quality Assurance Audits - Contracts	Documents related to R&QA audits, special studies, status reports, etc., including related correspondence (filed by contract).	Temporary. Destroy 5 years after final payment. [DA: N1-255-94-2] [DA: N1-255-09-1]			05/030.0.A NRCS: N 20-11
Quality Assurance	Quality Assurance	15.1-071	Reliability and Quality Assurance Audits - All Others	All other or in-house SR&QA Audits, Surveys, and Report files performed.	Temporary. Close file at end of survey/audit at end of fiscal year. Destroy when 9 years old.			05/030.0.B

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
					[DA: N1-255-94-2] [DA: N1-255-09-1]			
Quality Assurance	Quality Assurance	15.1-072	Daily Quality Surveillance Records	Original forms which document the quality assurance specialist's daily work effort. The form records the specialist's observations of the contractor performing tasks per contractual requirements.	Temporary. Destroy original QSR's when 2 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]			05/030.0.C.01
Quality Assurance	Quality Assurance	15.1-073	Unsatisfactory Condition Reports	Reports and related documents resulting from unsatisfactory performance or working conditions as related to the contract and contractor.	Temporary. Destroy 10 years after the end of the project. [DA: N1-255-94-2] [DA: N1-255-09-1]			05/028.0 NRCS: N 20-7
Quality Assurance	Quality Assurance	15.1-080	Manufacturing Inspection and Proof Reports	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.	Temporary. Destroy 3 years after completion of final production order for the related component. [DA: N1-255-99-2] [DA: N1-255-09-1]			05/031.0.A.01 NRCS: N 20-6
Quality Assurance	Quality Assurance	15.1-081	Inspection and Proof Report Supporting Documentation	Copies of construction contracts and purchase orders relating to non-significant files, including drawings and quality requirements/inspections.	Temporary. Destroy when 4 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]	Note: The records identified in this item are not necessary for final payment or closure of the contract file.		05/031.0.C

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Quality Assurance	Quality Assurance	15.1-090	Quality Assurance Surveillance Records	Documents other than audit documents, related to quality systems audits of NASA installations.	Temporary. Cutoff at the end of fiscal or calendar year. Destroy 3 years after cutoff or when no longer needed for business purposes, whichever is later. [DAA-0255-2016-0003]			08/036.5.C.01
Quality Assurance	Quality Assurance	15.1-100	Quality Assurance Stamp Audit Records	Quality assurance inspection stamps audit records for NASA and support contractor inspections and designated verification.	Temporary. Destroy when 10 years old. [DA: N1-255-01-1]			08/036.5.C.03. A
Quality Assurance	Quality Assurance	15.1-101	Quality Assurance Stamp Issuance Records - Government	Quality assurance inspection stamp issuance records for NASA and support contractor inspections and designated verification. NASA Civil Service and designated verification personnel. Cutoff date is date of document.	Temporary. Keep for at least 3 years, then destroy 1 year after expiration of stamp series or lot. [DA: N1-255-01-1] [DA: N1-255-09-1]	Note: for other Quality Assurance records related to NASA programs and projects, see Schedule 16.2		08/036.5.C.03. B.01
Quality Assurance	Quality Assurance	15.1-102	Quality Assurance Stamp Issuance Records - Contractors	Quality assurance inspection stamp issuance records for NASA and support contractor inspections and designated verification. NASA Support Contractor personnel. Cutoff date is date of document.	Temporary. Keep for at least 3 years, then destroy upon change of contract. [DA: N1-255-01-1] [DA: N1-255-09-1]	Note: for other Quality Assurance records related to NASA programs and projects, see Schedule 16.2		08/036.5.C.03. B.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
Mission Program and Projects	Flight Crews	16.1-010	Astronaut Health and Medical Records	Health and medical case histories, and physical and environmental records, biomedical data pertaining to NASA astronauts, including space flight (mission) data, i.e., astronaut medical testing results, fight and ground-based data collected from astronauts and civilians including procedures, correspondence, log books, strip charts, etc.	Permanent. Cutoff when Astronaut is separated from the Program/Agency. Transfer to the National Archives when 30 years old. [DA: N1-255-94-3]	Note: Medical records for the astronauts are kept all together, ground medical/routine as well as space flight medical. This information is maintained by astronaut name in one complete medical history case file.	SORN - NASA 10HIMS, SORN - NASA 10ORIS	08/057.0 NRCS: N 11-4c
Mission Program and Projects	Flight Crews	16.1-011	Test Subject Medical Records	Records in this series consist of medical records of test subjects under contract to NASA which include documentation of physical exams, diagnosis, treatment, and tests given in order for the individual to participate as a "test" subject in R&D Project medical tests.	Temporary. Destroy 75 years after birth date (DOB), or 60 years after date of earliest document in the folder if DOB cannot be ascertained, or 30 years after contract has been completed/terminated whichever is later. [DA: N1-255-94-3] [DA: N1-255-09-1]			08/058.0
Mission Program and Projects	Flight Crews	16.1-020	Aircraft Crew Qualification and Performance Records	Records in this system are of crew members of NASA aircraft which consist of records of qualifications, experience, and currency, e.g., flight hours (day, night, and instrument), types of approaches and landings, crew positions, type aircraft, flight check ratings and related	Temporary. Retain records in Agency space. Destroy 5 years after crew member separates from Agency. [DAA-0255-2024-0004-0002]	Exclusion: Qualification and performance records of astronauts. See NRRS Item 16.1-030	SORN - NASA 10ACMQ	08/032.0.A

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				examination results, training performed and medical records.				
Mission Program and Projects	Flight Crews	16.1-030	Astronaut Training, Qualification, and Performance Records	Records in this system are of astronaut training which consists of (1) T-38 and other flying records of qualification, experience, and currency; e.g., flight hours (day, night, and instrument), types of approaches and landings, crew positions, type of aircraft, flight check ratings and related examination results, training performed and medical records; (2) astronaut candidate records; (3) simulator training records; and (4) any records pertaining to overall astronaut training for space flights.	Permanent. Transfer to the National Archives 5 years after completion of training program, e.g., each separate training program such as T-38, simulator, or overall training for a specific mission. [DA: N1-255-94-3]	PASR	SORN - NASA 10ACMQ	08/034.0
Mission Program and Projects	Flight Crews	16.1-040	Astronaut Selection Records	Records in this system include identifying information for the individuals in employment applications and resumes and records of specialized training, honors and awards. The system also contains relevant human resource correspondence, records of an individual's qualifications for participation in a specialized program, evaluations of candidates, and	Permanent. Transfer to NARA within 7 years after class selection. [DAA-0255-2013-0001]		SORN - NASA 10ACSR	08/035.0

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				final NASA determinations of candidates' qualification for the program.				
Mission Program and Projects	Records of Mission Directorate Programs and Projects	16.2-010	Historical Program and Project Significant Records - Office of Record	Records of programs/projects relating to both manned and unmanned space flight, aerospace technology research, and basic or applied scientific research AND meeting one or more of the following criteria: • are "first of a kind" • establish precedents • produce major contributions to scientific or engineering knowledge • integrate proven technology into new products • are/have been subject of widespread media attention or Congressional scrutiny Records, held at the office of record, that are essential for understanding the history of a program/project from inception to completion defined by the stages in program/project's life.	Permanent. Cutoff records at close of program/project or in 3-year blocks for long term programs/projects. Transfer to National Archives 7 years after cutoff. [DA: N1-255-10-4]		For additional, detailed information on application of this schedule to program and project records, see the "Guide to Scheduling Program and Project Records"	08/101.0
Mission Program and Projects	Records of Mission Directorate Programs and Projects	16.2-020	Historical Program and Project Operational Records - Office of Record	Records, held at the office of record, of programs and projects meeting the criteria described in item 16.2-010, which not required for documenting the	Temporary. Cutoff records at close of program/project or in 5-year blocks. Destroy/delete between 0 and 30 years	Note: Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be	For additional, detailed information on application of this schedule to program and project records, see the "Guide to Scheduling Program and Project Records"	08/103.0

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				history of the program, but have operational value to the Agency.	after cutoff. [DA: N1-255-10-4]	lengthened as required by applicable state legislation.		
Mission Program and Projects	Records of Mission Directorate Programs and Projects	16.2-030	Historical Program and Project Routine Records - Office of Record	Records, held at the office of record, of programs and projects meeting the criteria described in item 16.2-010, which are routine administrative records that are not considered to be essential for on-going operations of the program/project.	Temporary. Destroy/Delete when between 0 and 15 years old. Do not retain longer than life of program/project plus 5 years. [DA: N1-255-10-4]	Note: Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.	For additional, detailed information on application of this schedule to program and project records, see the "Guide to Scheduling Program and Project Records"	08/105.0
Mission Program and Projects	Records of Mission Directorate Programs and Projects	16.2-040	Non-Historic Program and Project Operational Records - Office of Record	Records, held at the office of record, of programs/projects that do NOT meet the criteria stated in NRRS item 16.2-010 that have operational value to the Agency.	Temporary. Destroy/Delete between 0 and 30 years after program/project termination. [DA: N1-255-10-4]	Note: Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.	For additional, detailed information on application of this schedule to program and project records, see the "Guide to Scheduling Program and Project Records"	08/107.0
Mission Program and Projects	Records of Mission Directorate Programs and Projects	16.2-050	Non-Historic Program and Project Routine Records - Office of Record	Records, held at the office of record, of programs/projects that do NOT meet the criteria stated in NRRS item 16.2-010 that are routine records that are not considered essential for on-going operations of the program/project.	Temporary. Destroy/Delete when between 0 and 15 years old. Do not retain longer than life of program/project plus 5 years. [DA: N1-255-10-4]	Note: Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.	For additional, detailed information on application of this schedule to program and project records, see the "Guide to Scheduling Program and Project Records"	08/109.0

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Mission Program and Projects	Records of Mission Directorate Programs and Projects	16.2-060	Multi-Program/Project Records - Historic - Office of Record	Program/project records that clearly apply to (or cover) more than one program or project. Such records might include, but are not limited to, technical standards/multi-program/project common use documentation, certain test stand data, etc. Records held at the office of record which, if of an individual program/project, would be described by item 16.2-010.	Permanent. Cutoff records at close of last applicable program/project or at any time in 3-year blocks. Transfer to National Archives 7 years after cutoff. [DA: N1-255-10-4]		For additional, detailed information on application of this schedule to program and project records, see the "Guide to Scheduling Program and Project Records"	08/114.0
Mission Program and Projects	Records of Mission Directorate Programs and Projects	16.2-070	Multi-Program/Project Records - Non-Historic - Office of Record	Program/project records that clearly apply to (or cover) more than one program or project. Such records might include, but are not limited to, technical standards/multi-program/project common use documentation, certain test stand data, etc. Records, held by the office of record which, if of an individual program/project, would be described by items 16.2-020 or 16.2-040.	Temporary. Destroy/Delete between 0 and 30 years after termination of last applicable program/project. [DA: N1-255-10-4]	Note: Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.	For additional, detailed information on application of this schedule to program and project records, see the "Guide to Scheduling Program and Project Records"	08/116.0
Inspector General	Inspector General	17.1-010	OIG General Investigation Records - General	Files containing general information or allegations which are of an investigative nature but do not relate to a specific investigation. Examples include	Temporary. Destroy when 5 years old. [DA: N1-255-00-3] [DA: N1-255-09-1]	Note: A file is not closed until all judicial and administrative avenues and	SORN - NASA 10IGDA	09/023.0.A

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				"Zero" files, investigative outreach records, and other administrative matters surrounding the investigations program.		considerations have been finally exhausted.		
Inspector General	Inspector General	17.1-011	OIG Internal Investigations	Case files developed during internal investigations of OIG employees.	Temporary. Destroy 10 years after case is closed or after the employee's separation, whichever is longer. [DA: N1-255-00-3] [DA: N1-255-09-1]	Note: A file is not closed until all judicial and administrative avenues and considerations have been finally exhausted.	SORN - NASA 10IGDA	09/023.0.B
Inspector General	Inspector General	17.1-012	OIG All Other Investigation Case Files	All other investigative case files except those that are unusually significant for documenting major violations of criminal law or ethical standards by Agency officials or others.	Temporary. Destroy 10 years after file is closed. [DA: N1-255-00-3] [DA: N1-255-09-1]	Note: A file is not closed until all judicial and administrative avenues and considerations have been finally exhausted. Excludes: For significant investigation case files, use NRRS Item 17.1-020	SORN - NASA 10IGDA	09/023.0.C
Inspector General	Inspector General	17.1-020	Significant OIG Investigation Case Files	Cases that attract national media attention, result in a Congressional investigation, or result in substantive change in Agency policy or procedures are non-exclusive instances of significant cases. Significant cases will be selected by the NASA Office of Inspector General Assistant Inspector General for Investigations.	Permanent. Transfer to the National Archives 10 years after file is closed. [DA: N1-255-00-3]	Note: A file is not closed until all judicial and administrative avenues and considerations have been finally exhausted.	SORN - NASA 10IGDA	09/023.0.D.01

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				Official case file – records created during the investigation and used to develop the final report.				
Inspector General	Inspector General	17.1-021	Significant OIG Investigation Case Files Background Material	Cases that attract national media attention, result in a Congressional investigation, or result in substantive change in Agency policy or procedures are non-exclusive instances of significant cases. Significant cases will be selected by the NASA Office of Inspector General Assistant Inspector General for Investigations. Background files, notes, duplicate copies, and other materials collected during the investigation but not incorporated into the official case file and not used to develop the final report.	Temporary. Destroy 10 years after file is closed. [DA: N1-255-00-3] [DA: N1-255-09-1]	Note: A file is not closed until all judicial and administrative avenues and considerations have been finally exhausted.	SORN - NASA 10IGDA	09/023.0.D.02
Inspector General	Inspector General	17.1-030	OIG Inspections and Assessments	Case files of inspections and assessments of Agency programs, operations, procedures, and those relating to contractors and grantees. Files consist of reports, correspondence, memoranda, and documentation. Office of Primary Responsibility	Temporary. Close file at end of fiscal year after close of case. Destroy 10 years after close of case. [DA: N1-255-00-3] [DA: N1-255-09-1]			09/024.5.A
Inspector General	Inspector General	17.1-031	OIG Inspections and	Case files of inspections and assessments of Agency programs,	Temporary. Close file after closure of all			09/024.5.B

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			Assessments - Organization Being Reviewed	operations, procedures, and those relating to contractors and grantees. Files consist of reports, correspondence, memoranda, and documentation. Organization being reviewed copy	recommendations. Destroy 3 years after close of file. [DA: N1-255-00-3] [DA: N1-255-09-1]			
Inspector General	Inspector General	17.1-032	OIG Inspections and Assessments - All Other Copies	Case files of inspections and assessments of Agency programs, operations, procedures, and those relating to contractors and grantees. Files consist of reports, correspondence, memoranda, and documentation. All other copies	Temporary. Close file after closure of all recommendations. Destroy 3 years after close of file. [DA: N1-255-00-3] [DA: N1-255-09-1]			09/024.5.C
Inspector General	Inspector General	17.1-040	OIG Inspection and Assessment Significant Case Files	Inspections and assessments that attract national media attention, results in a Congressional investigation, or results in substantive change in Agency policy or procedures. Significant cases will be selected by the NASA Office of Inspector General based on the criteria listed in this item. Official case file – records created during evaluations and used to develop the final report. Documents are maintained in official case folders.	Permanent. Transfer to the National Archives 10 years after file is closed. [DA: N1-255-00-3]			09/024.5.D.01

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Inspector General	Inspector General	17.1-041	OIG Inspection and Assessment Significant Case Background Material	The case attracts national media attention, results in a Congressional investigation, or results in substantive change in Agency policy or procedures. Significant cases will be selected by the NASA Office of Inspector General based on the criteria listed in this item. Background files, notes, duplicate copies, and other materials collected during evaluations but not incorporated into the official case file and not used to develop the final report.	Temporary. Destroy 10 years after file is closed. [DA: N1-255-00-3] [DA: N1-255-09-1]			09/024.5.D.02
Inspector General	Inspector General	17.1-050	OIG Audit Records	Case files of internal audits of Agency programs, operations, procedures, external audits of contractors and grantees. Files consist of audit reports, correspondence, memoranda, and supporting working papers. Office conducting review	Temporary. Close file at end of fiscal year after close of case. Destroy 8 years after close of case. [DA: N1-255-00-3] [DA: N1-255-09-1]			09/025.0.B.01
Inspector General	Inspector General	17.1-051	OIG Audit Records - Organization Being Audited Copy	Case files of internal audits of Agency programs, operations, procedures, external audits of contractors and grantees. Files consist of audit reports, correspondence, memoranda, and supporting working papers. Organization being audited copy	Temporary. Keep for 3 years. Destroy after 8 years or when no longer needed. [DA: N1-255-00-3] [DA: N1-255-09-1]			09/025.0.B.02

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Major Subject Heading	Secondary Subject Heading	Item	Title	Description	Retention	Notes and Exclusions	Content Types/Description Continued	Legacy NRRS Citation
				(Record cutoff date is date of audit report.)				
Inspector General	Inspector General	17.1-052	OIG Audit Records - All Other Copies	Case files of internal audits of Agency programs, operations, procedures, external audits of contractors and grantees. Files consist of audit reports, correspondence, memoranda, and supporting working papers. All other offices/copies	Temporary. Destroy 3 years after date of audit report. [DA: N1-255-00-3] [DA: N1-255-09-1]			09/025.0.B.03
Inspector General	Inspector General	17.1-060	OIG Semiannual Report to Congress	Reports prepared by the statutory OIG's and submitted to the Congress, and working papers. The reports summarize the activities of the OIG for the 6-month periods ending March 31 and September 30. For details on the composition of these reports, see Section 5, Public Law 95-452, as amended by 5 U.S.C. Appendix.	Permanent. Close file upon transmission to Congress. Transfer to the National Archives in 5 year blocks when 5 years old. [DA: N1-255-00-3]			09/026.0.A
Inspector General	Inspector General	17.1-061	OIG Semiannual Report to Congress Background Materials	Reports prepared by the statutory OIG's and submitted to the Congress, and working papers. The reports summarize the activities of the OIG for the 6-month periods ending March 31 and September 30. For details on the composition of these reports,	Temporary. Destroy when no longer needed. [DA: N1-255-00-3] [DA: N1-255-09-1]			09/026.0.B

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				see Section 5, Public Law 95-452, as amended by 5 U.S.C. Appendix. Working and background papers				