



## NRRS 1441.1 NASA Records Retention Schedules

Updated: June 14, 2024

**Schedules Approved by the Archivist of the United States**

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## **PREFACE**

P.1 These NASA Records Retention Schedules (NRRS) set forth the retention periods of Federal records created, received and/or maintained by National Aeronautics and Space Administration (NASA) employees and contractors. They were formerly included in NPR 1441.1 from which they have been extracted since they are approved by the National Archives and Records Administration (NARA) and not by NASA.

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 This revised edition correlates schedule items with the Agency Filing Scheme (AFS) found as an appendix in NPR 1441.1. The AFS is the NASA subject numbering scheme for filing and records tagging. The NRRS also incorporates some of the General Records Schedules (GRS) produced by NARA as well as NASA's Privacy Act Systems of Records.

P.4 The process for creating new retention schedules and making changes to the NRRS is provided in NPR 1441.1.

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# Introduction

## I.1 NASA RECORDS RETENTION SCHEDULES ORGANIZATION AND FORMAT

a. The NASA Records Retention Schedules (NRRS) are divided into the following 9 subject categories, which are correlated to the Agency Filing Scheme (AFS).

- Organization and Administrative
- Legal and Technical
- Human Resources - Personnel
- Property and Supply
- Industrial Relations and Procurement
- Transportation
- Program Formulation
- Program Management
- Financial Management and Inspector General

b. Schedule 1, "Organization and Administrative Records," will be used by nearly all offices. Schedules 2 through 9 will be used according to office function/operation.

c. The schedules are arranged into six columns:

ITEM	This column includes the reference number given to the series of records descriptions in the third column. The format of the citation is formatted that the schedule number is included before the "/" and the item/sub-item follows. 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.
NAME	Name indicates the title heading of the records series in the description column.
DESCRIPTION	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.

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RETENTION

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.

PUBLIC NOTES

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

CONTENT TYPES/  
DESCRIPTION  
CONTINUED

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.

## Schedule 1: Organization and Administrative Records

These schedules cover records pertaining to a variety of general administrative, operational, and support functions. Broad categories include organizational structure and management, general administrative office files, public engagement and communications, information governance, protective services, occupational health and safety, and ethics. They include retention schedules from the National Archives General Records Schedules as well as NASA-specific retention authorities. All schedules with a temporary retention are considered media neutral, meaning they apply to both physical and electronic records. Consult NASA Records Management staff when dealing with records designated as permanent or for clarification in interpretation or application of these retention schedules.

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/002.0	CONTINUITY AND EMERGENCY PLANNING RECORDS	<p>Continuity planning and related emergency planning files.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• records on continuity and emergency planning administrative and operational activities:</li> <li>* briefing materials and presentations</li> <li>* status reports</li> <li>* informational papers</li> <li>* files documenting policy or plan development, including policy studies</li> <li>* procedures, operational manuals, and related development records</li> <li>* implementation guidance</li> <li>* related correspondence</li> <li>* Memorandum (s) of Understanding</li> <li>* Delegations of Authority/Orders of Succession</li> <li>• continuity plans or directives and supporting documentation, including but not limited to: <ul style="list-style-type: none"> <li>* Continuity of Operations (COOP) plans</li> <li>* Devolution Plans</li> <li>Occupant Emergency Plans (OEP)</li> <li>* Emergency Action Plans (EAP)</li> <li>* Facility Emergency Action Plans (FEAPS)</li> <li>* Records Emergency Plans (REMT)</li> <li>* Disaster Recovery Plans (DRP)</li> </ul> </li> </ul>	<p>Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable.</p> <p>[GRS 5.3-010] DAA-GRS-2016-0004-0001</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> <li>* Pandemic Influenza Plans</li> <li>• records on continuity or emergency tests or exercises, such as:               <ul style="list-style-type: none"> <li>* instructions to members participating in tests</li> <li>* staffing assignments</li> </ul> </li> <li>* records of tests of communications and facilities</li> <li>• evaluative reports on continuity or emergency tests or exercises, such as:               <ul style="list-style-type: none"> <li>* result reports</li> <li>* readiness reports</li> <li>* risk and vulnerability assessments</li> <li>* site evaluations and inspections</li> <li>* corrective action plans</li> <li>* after action reports/improvement plans</li> </ul> </li> </ul>			
01/002.5	EMPLOYEE EMERGENCY CONTACT INFORMATION	<p>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.</p>	<p>Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee. [GRS 5.3-020] DAA-GRS-2016-0004-0002</p>		
01/006.5.A	PARTNERSHIP AGREEMENTS	<p>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</p>	<p>Permanent. Cutoff when the agreement is expired, terminated or superseded. Transfer to National Archives 15 years after cutoff. [DAA-0255-2022-0002-0001]</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		the development and execution of the agreement.			
		Excludes: Financial transaction records associated with such agreements. These records are covered by items in Schedule 9. Also excluded are contracts, grants and other procurement managed agreements described in Schedule 5; 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.B	PARTNERSHIP AGREEMENTS	Supporting documentation created in formulating agreements.	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]		
		Supporting documentation includes but is not limited to: non-substantive correspondence, proposals, Estimated Price/Cost Reports (EPRs/ECRs)			
01/007.0	INTERNAL AGREEMENTS	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]		
		Excludes: Financial transaction records associated with such agreements. These records are covered by items in			



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>Schedule 9. Also excluded are contracts, grants and other procurement managed agreements described in Schedule 5; as well as specific types of functional agreements covered elsewhere, such as software usage agreements, non-disclosure agreements, real estate agreements, environmental agreements, substantive internal agreements maintained with the Center Director, etc.</p>			
01/008.0.A.01	<p>HISTORICAL ITEMS/SOURCE FILES - 1945 - 1989</p>	<p>A. HISTORY SUBJECT FILES (Located in Agency/Center History Offices, including any indexes or finding aids if available.)</p> <p>1. 1945 - 1989 Material in this collection dates from 1945 to 1989 and may be contained in boxes, lektriers, or file cabinets. Material is marked and accounted for in two categories: (1) Dated/when material is added to collection; and (2) Dated/when material is accessed for research purposes.</p> <p>Records that have unusual or immediately recognizable historical significance and are filed among other records that are scheduled for disposal will be noted and removed from the file before transfer or destruction. Agency histories and selected background materials. Narrative agency histories, including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the agency. Some background materials</p>	<p>Permanent. Retain records in Agency for 5 years, starting January 1993. Transfer to the National Archives no later than December 31, 1998, unless there is an agency request certifying active agency use and need. Such request will specify new transfer date for material so certified [DA: N1-255-94-1, 8] (N 1-8)</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/008.0.A.02	HISTORICAL ITEMS/SOURCE FILES - 1990 AND CONTINUING	(such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention.  A. HISTORY SUBJECT FILES (Located in Agency/Center History Offices, including any indexes or finding aids if available.)  2. 1990 and Continuing. Records that have unusual or immediately recognizable historical significance and are filed among other records that are scheduled for disposal will be noted and removed from the file before transfer or destruction. Agency histories and selected background materials. Narrative agency histories, including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention.	Permanent. Retain in Agency space until no longer needed or when 25 years old with 5 years consecutive inactive agency use or until 30 years old, whichever is longer. [DA: N1-255-94-1, 8]	[Note: Excluded are electronic copies of agency records made for convenient reference.]	
01/008.0.B	HISTORICAL ITEMS/SOURCE FILES - READY REFERENCE MATERIAL	B. READY REFERENCE MATERIAL Reference material published/sponsored by NASA (Shelf documentation/books).  Records that have unusual or immediately recognizable historical significance and are filed among other records that are scheduled for disposal will be noted and removed from the file before transfer or destruction. Agency histories and selected background materials. Narrative	Temporary. Retain indefinitely in Agency space until no longer needed, or destroy when 75 years old, whichever is longer. [DA: N1-255-94-1] [DA: N1-255-09-1]		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		agency histories, including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention.			
01/009.0.A	HISTORY OFFICE CONTRACTOR DELIVERABLES (BOOKS) - COMPLETED VOLUMES	A. MATERIALS RELATED TO COMPLETED VOLUMES (After publication of the finished book.)  Copies of documents collected and used as source data in preparation of historical volumes. Included are duplicates or copies of correspondence, reports, directives, pamphlets, publications or other official records; preliminary or partial drafts; authors' outline(s); authors' original notes; responses from readers; reviews; and comparable records.	Temporary. Destroy 6 years after publication. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 1-29)		
01/009.0.B	HISTORY OFFICE CONTRACTOR DELIVERABLES (BOOKS) - FUTURE VOLUMES	B. MATERIALS ACCUMULATED FOR FUTURE VOLUMES  Copies of documents collected and used as source data in preparation of historical volumes. Included are duplicates or copies of correspondence, reports, directives, pamphlets, publications or other official records; preliminary or partial drafts; authors' outline(s); authors' original notes; responses from readers; reviews; and comparable records.	Temporary. Destroy when no longer needed. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/009.0.C	HISTORY OFFICE CONTRACTOR DELIVERABLES	C. PUBLISHED MATERIALS/BOOKS	Permanent. Transfer one copy annually to the National Archives.		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
	(BOOKS) - PUBLISHED MATERIALS/BOOKS	Copies of documents collected and used as source data in preparation of historical volumes. Included are duplicates or copies of correspondence, reports, directives, pamphlets, publications or other official records; preliminary or partial drafts; authors' outline(s); authors' original notes; responses from readers; reviews; and comparable records.	[DA: N1-255-94-1]		
01/010.0	HISTORY ARCHIVES BIOGRAPHICAL FILES	Biographical data, speeches, and articles by individuals who are of historical significance in aeronautics, astronautics, space science, and other concerns of NASA; correspondence, interviews, and various other tapes and transcripts of program activities.	Temporary. Most files are retained indefinitely in Agency reference collections History Offices/Archives. Destroy when no longer needed. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/011.0	HISTORY OFFICE FILES – ADMINISTRATIVE	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]		
01/012.0.A	ORGANIZATIONAL FILES	A. Organizational charts, NASA Directives, and reorganization studies, graphic illustrations, which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies are 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. These files also contain administrative maps that show	Permanent. Transfer to the National Archives in 5 year blocks when 20 years old. [DA: N1-255-94-1] (N 1-3)	[Note: Excluded from this series are those Organization Charts included in the NASA Directives System -- See Item 72 of this Schedule.]	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		regional boundaries and headquarters of decentralized agencies or that show the geographic extent of limits of an agency's programs and projects.			
01/012.0.B.01	ORGANIZATIONAL FILES	<p>B. Management appraisal files, narrative and statistical reports on significant accomplishments, accounts of and rationale for reorganizations, establishment or disestablishment of field centers; special reports on key planning studies, with related papers showing inception, scope, procedure, results, and case files on approved plans, policies, mission, and programs.</p> <p>1. Office of Primary Responsibility, including the signatory and the office responsible for studying and developing the record.</p>	Permanent. Transfer to the National Archives in 5 year blocks when 20 years old.	[DA: N1-255-94-1]	
01/012.0.B.02	ORGANIZATIONAL FILES	<p>B. Management appraisal files, narrative and statistical reports on significant accomplishments, accounts of and rationale for reorganizations, establishment or disestablishment of field centers; special reports on key planning studies, with related papers showing inception, scope, procedure, results, and case files on approved plans, policies, mission, and programs.</p> <p>2. All other offices/copies.</p>	Temporary. Destroy when obsolete, superseded, or when no longer needed.	[DA: N1-255-94-1] [DA: N1-255-09-1]	
01/013.0.A	FUNCTIONAL STATEMENTS - HEADQUARTERS	<p>A. RECORD COPIES HQ: Office of Management Operations, Nasa Directives &amp; Federal Regulations (Record copy is included in NMI, NPD/NPR System)</p> <p>Formally prepared descriptions of the responsibilities assigned to the senior</p>	Permanent. See Item 72.	[DA: N1-255-94-1] (N 1-2)	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		executive officers of the agency at the division level or higher. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.			
01/013.0.B	FUNCTIONAL STATEMENTS - CENTERS	B. CENTERS Office of Primary Responsibility  Formally prepared descriptions of the responsibilities assigned to the senior executive officers of the agency at the division level or higher. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.	Permanent. See Item 72. [DA: N1-255-94-1, 13]		
01/013.0.C	FUNCTIONAL STATEMENTS - ALL OTHER COPIES	C. ALL OTHER COPIES  Formally prepared descriptions of the responsibilities assigned to the senior executive officers of the agency at the division level or higher. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.	Temporary. Destroy when obsolete, superseded, or no longer needed. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/014.0.A	TEMPORARY COMMISSIONS, BOARDS, COUNCILS, AND COMMITTEES	A. RECORDS OF AND RELATED TO INTERAGENCY, ADVISORY, OR INTERNATIONAL BODIES 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] (N 1-6, N 1-7, N 24-12, N 24-13)	[Note: Excluded from this series are: • Records created by the Inventions and Contributions Board -- See Item 16 of this Schedule. • Groups Established Under the Federal Advisory Committee Act (FACA) --See Item 20 of this Schedule.	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>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.</p> <p>For convenience, the term "commission" is used in this schedule to cover all types of temporary organizations.</p>		<ul style="list-style-type: none"> <li>• Routine and Ad Hoc Conferences and Meetings -- See Item 19 of this Schedule.]</li> </ul>	
01/014.0.B.01	TEMPORARY COMMISSIONS, BOARDS, COUNCILS, AND COMMITTEES	<p>B. INTERNAL AGENCY COMMITTEES Records of 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.</p> <p>1. Internal Agency Committees Related to the Agency's 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, studying reorganizations, recommending new actions or developing multi-year plans.</p>	Permanent. Transfer to the National Archives when 20 years old. [DA: N1-255-94-1]	<p>[Note: Excluded from this series are:</p> <ul style="list-style-type: none"> <li>• Records created by the Inventions and Contributions Board -- See Item 16 of this Schedule.</li> <li>• Groups Established Under the Federal Advisory Committee Act (FACA) --See Item 20 of this Schedule.</li> <li>• Routine and Ad Hoc Conferences and Meetings -- See Item 19 of this Schedule.]</li> </ul>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>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.</p> <p>For convenience, the term “commission” is used in this schedule to cover all types of temporary organizations.</p>			
01/014.0.B.02	TEMPORARY COMMISSIONS, BOARDS, COUNCILS, AND COMMITTEES	<p>B. INTERNAL AGENCY COMMITTEES Records of 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.</p> <p>2. 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. Any files created and/or maintained by the committee.</p>	Temporary. Destroy when business use ceases. [GRS 5.1-030] DAA-GRS-2016-0016-0003	<p>[Note: Excluded from this series are:</p> <ul style="list-style-type: none"> <li>• Records created by the Inventions and Contributions Board -- See Item 16 of this Schedule.</li> <li>• Groups Established Under the Federal Advisory Committee Act (FACA) --See Item 20 of this Schedule.</li> <li>• Routine and Ad Hoc Conferences and Meetings -- See Item 19 of this Schedule.]</li> </ul>	



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>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.</p> <p>For convenience, the term "commission" is used in this schedule to cover all types of temporary organizations.</p>			
01/014.0.C	TEMPORARY COMMISSIONS, BOARDS, COUNCILS, AND COMMITTEES	<p>C. RECORDS MAINTAINED BY INDIVIDUAL MEMBERS</p> <p>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.</p> <p>For convenience, the term "commission" is used in this schedule to cover all types of temporary organizations.</p>	<p>Temporary. Destroy upon termination of membership, or when no longer needed, whichever is sooner. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>	<p>[Note: Excluded from this series are:</p> <ul style="list-style-type: none"> <li>• Records created by the Inventions and Contributions Board -- See Item 16 of this Schedule.</li> <li>• Groups Established Under the Federal Advisory Committee Act (FACA) --See Item 20 of this Schedule.</li> <li>• Routine and Ad Hoc Conferences and Meetings -- See Item 19 of this Schedule.]</li> </ul>	
01/015.0.A.01	CONGRESSIONAL FILES	A. Congressional Committee Files	Permanent. Transfer to the National		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		1. 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.	Archives 15 years after cutoff. [DA: N1-255-00-6]		
01/015.0.A.02.A	CONGRESSIONAL FILES	A. Congressional Committee Files 2. Reports to Congress - consists of statutory and other reports requested by Congress pertaining to NASA activities.  A. HQ Office of Legislative Affairs (Office of Primary Responsibility) Cutoff date is end of Congressional session.	Permanent. Transfer to the National Archives 15 years after cutoff. [DA: N1-255-00-6]		
01/015.0.A.02.B	CONGRESSIONAL FILES	A. Congressional Committee Files 2. Reports to Congress - consists of statutory and other reports requested by Congress pertaining to NASA activities.  B. All other offices and copies.	Temporary. Destroy when no longer needed. [DA: N1-255-00-6] [DA: N1-255-09-1]		
01/015.0.B	CONGRESSIONAL FILES	B. Congressional Correspondence Files Correspondence with Members of Congress concerning information about NASA programs and projects; includes correspondence with Members of Congress pertaining to constituent requests. Cutoff date is end of Congressional session.	Temporary. Destroy 15 years after cutoff. [DA: N1-255-00-6] [DA: N1-255-09-1]		
01/015.0.C	CONGRESSIONAL FILES	C. 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		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			conclusion of the one year retention. [DA: N1-255-00-6] [DA: N1-255-09-1]		
01/015.0.D	CONGRESSIONAL FILES	D. Publications requests from Congressmen for copies of NASA publications which required no formal reply.	Temporary. Destroy 1 year after publication is sent. [DA: N1-255-00-6] [DA: N1-255-09-1]		
01/015.1.A	LEGISLATION FILES – PROPOSED	A. 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]		
01/015.1.B	LEGISLATION FILES – PROPOSED	B. 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]		
01/015.1.C	LEGISLATION FILES – PROPOSED	C. All other offices/copies.	Temporary. Destroy when no longer needed for reference purposes. [DA: N1-255-94-1]		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			[DA: N1-255-09-1]		
01/016.0.A.01	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES - HEADQUARTERS	A. Minutes of meetings of the Inventions and Contributions Board.  1. Record copy. HQ: BOARD OF CONTRACT APPEALS	Permanent. Transfer to the National Archives when 5 years old. [DA: N1-255-94-1]		
01/016.0.A.02	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES - CENTERS	A. Minutes of meetings of the Inventions and Contributions Board.  2. Centers. Monetary Awards Only (Significant).	Temporary. Records are submitted to NASA HQ by cognizant TU program or patent program as applicable. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/016.0.A.03	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES - ALL OTHER COPIES	A. Minutes of meetings of the Inventions and Contributions Board.  3. All other copies.	Temporary. Destroy when no longer needed. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/016.0.B	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	B. Copies of documents/records created by the Board that are maintained at centers or by Board members.	Temporary. Destroy when no longer needed. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/016.0.C	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	C. Alphabetical files, by contributor, on contributions NOT considered for award; files include correspondence, evaluations, and all related papers/records.	Temporary. Destroy when 23 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-17)		
01/016.0.D	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	D. Alphabetical files, by contributor, on contributions considered for award; files include correspondence, evaluations, recommendations by the Inventions and Contributions Board and the Administrator Board and the Administrator and all related records/documentation.	Temporary. Destroy when 22 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-17)		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/016.0.E	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	E. Denied Award Hearings Files. Case files on hearings evolving from denied awards from the Inventions and Contributions Board.	Temporary. Destroy 25 years after case is closed. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-18)		
01/016.0.F.01	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	F. Award case files/applications that have been microfilmed.  1. Paper Records.	Temporary. Destroy when microfilm/microfiche has been verified. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/016.0.F.02	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	F. Award case files/applications that have been microfilmed.  2. Microfilm/microfiche Records.	Temporary. Destroy when no longer needed or when 25 years old whichever is sooner. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/019.0	SYMPOSIA AND CONFERENCE FILES – MANAGEMENT	Files (including invitations, attendance records, agenda, minutes, reports, etc.) of routine and ad hoc conferences and meetings, such as meetings of non-project working groups and task groups, included are staff meetings related largely to administrative matters.	Temporary. Destroy when 5 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 1-39, N 24-14)		
01/020.0.A	FEDERAL ADVISORY COMMITTEE RECORDS	A. SUBSTANTIVE COMMITTEE RECORDS (NON-GRANT REVIEW COMMITTEES)  Records documenting the establishment and formation of committees and their significant actions and decision. Refer to agency administrative procedures to ascertain if these records are held by the CMO, GFO, or DFO. Only one copy of each	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.	agency head's determination that a meeting may be closed to the public; agendas; any other materials that document the organization and functions of the committee and its components; appointment letters, and all sub-categories of appointment letters, such as renewals, thank you letters, etc.; background materials; briefing materials; charters (original, renewal, re-establishment, and amended); committee presentations or

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>record is considered permanent. Not all records described below are necessarily created for all committees.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Records related to the establishment of the committee</li> <li>• Records related to committee membership</li> <li>• Records of committee meetings and hearings</li> <li>• Records related to committee findings and recommendations</li> <li>• Records created by committee members</li> <li>* 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 (such as the Designated Federal Officer)</li> <li>• Records related to research collected or created by the committee</li> <li>• Documentation of advisory committee subcommittees (i.e., working groups, or other subgroups):</li> <li>* records relating to the formation of the subcommittee or working group, if they exist</li> <li>* records that document the activities of subcommittees that support their reports and recommendations to the chartered or parent committee.</li> <li>• Records related to committee termination (i.e., email, letter, memo, etc.).</li> <li>• Other records documenting decisions, discussions, or actions</li> </ul>		<p>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).</p>	<p>briefings of findings; committee specific bylaws, standard operating procedures, or guidelines; decision documents; enacting legislation; explanation of committee need, when required; filing letters to congress; materials presented to or prepared by or for the committee, such as briefing books, background materials, reports (including drafts), and presentations; meeting minutes; membership; membership balance plans; membership rosters; memos or similar documentation of how and/or why individual members were selected; one copy each of final reports, memoranda, letters to agency, studies, and pamphlets produced by or for the committee; organization charts; public comments; raw data files created in connection with research studies and other projects where the information has been consolidated or aggregated for analyses, reports, or studies; records relating to research studies and other projects, including unpublished studies, reports, and research materials (may include electronic data); reports; resignation or termination letters; responses from agency to committee regarding recommendations; statement of purpose or other documentation of duties and responsibilities; substantive correspondence, including electronic mail, exchanged between one or more subcommittee members, and other party that involves the work of the subcommittee, and/or agency committee staff (such as the Designated Federal Officer); testimony received during hearings; transcripts; transcripts of meetings and hearings (note: if transcripts do not exist, audio/visual recordings are permanent under item b</p>

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>related to the work of a committee, including information on committee websites not captured elsewhere in committee records.</p> <p>This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p> <p>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.</p> <p>For convenience, the term "committee" is used in this schedule to mean "advisory committee" pursuant to FACA.</p> <p>Exclusion: this item does not include records of committees whose sole purpose is grant review. Those records are covered in item C below.)</p>			
01/020.0.B	FEDERAL ADVISORY COMMITTEE RECORDS	<p>B. SUBSTANTIVE AUDIOVISUAL RECORDS (NON-GRANT REVIEW COMMITTEES)</p> <p>This schedule covers Federal records created or received by Federal advisory committees and their</p>	<p>Permanent. Transfer to the National Archives when records are 3 years old or upon termination of committee, whichever is sooner.</p>		<p>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;</p>

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p> <p>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.</p> <p>For convenience, the term "committee" is used in this schedule to mean "advisory committee" pursuant to FACA.</p> <p>Exclusion: This item does not include records of committees whose sole purpose is grant review which are covered by item C of this schedule.</p>	<p>[GRS 6.2-020] DAA-GRS-2015-0001-0002</p>		<p>posters (2 copies) produced by or for the committee</p>
01/020.0.C	<p>FEDERAL ADVISORY COMMITTEE RECORDS</p>	<p>C. GRANT REVIEW COMMITTEE RECORDS Committee establishment, membership, and meeting records related to FACA committees whose only activity is review of grant proposals. (See item A above for further definition of committee records.) This also includes digital and analog recordings of meetings, photographs, posters and other audiovisual materials.</p> <p>This schedule covers Federal records created or received by Federal</p>	<p>Temporary. Destroy upon termination of committee. [GRS 6.2-030] DAA-GRS-2015-0001-0003</p>	<p>Note: If the committee performs additional functions or activities other than review for grants, it should apply the items for all other FACA committee records.</p>	<p>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</p>



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/020.0.D	FEDERAL ADVISORY COMMITTEE RECORDS	<p data-bbox="520 155 940 407">advisory committees and their subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p> <p data-bbox="520 448 940 667">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.</p> <p data-bbox="520 708 947 829">For convenience, the term "committee" is used in this schedule to mean "advisory committee" pursuant to FACA.</p> <p data-bbox="520 854 947 1105">D. 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.</p> <p data-bbox="520 1146 947 1464">This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p>	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 01/133, Ethics Program Files. These forms may apply to committee members designated as special Government employees (SGEs).	committee member payments; contractor costs; federal Register notice costs; meeting room costs; travel costs

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/020.0.E	FEDERAL ADVISORY COMMITTEE RECORDS	<p>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.</p> <p>For convenience, the term "committee" is used in this schedule to mean "advisory committee" pursuant to FACA.</p> <p>Exclusion: Forms filed under the Ethics in Government Act (see note).</p> <p>E. NON-SUBSTANTIVE COMMITTEE RECORDS Records related to specific committees that are of an administrative nature or are duplicative of information maintained elsewhere.</p> <p>This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p> <p>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</p>	<p>Temporary. Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner.</p> <p>[GRS 6.2-050] DAA-GRS-2015-0001-0005</p>	<p>Note 1: 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.</p> <p>Note 2: Records on agency websites that are duplicative of records maintained elsewhere and that are not designated as the recordkeeping copy may be destroyed subject to NRRS 02/013.</p>	<p>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); Drafts and copies of Federal Register notices; member credentials (resumes or biographies); member files (personnel-type records); Non-substantive committee membership records, including: 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; Non-substantive web content; Photographs of committee social functions, routine award events, and other non-mission-related activities; Public requests for information; 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 (including</p>

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>Presidential Records Act, this schedule does not apply.</p> <p>For convenience, the term “committee” is used in this schedule to mean “advisory committee” pursuant to FACA.</p>			<p>intra-agency, with committee members, or the public) regarding logistics (e.g., agenda planning, meeting arrangements, administrative issues)</p>
01/020.0.F	<p>FEDERAL ADVISORY COMMITTEE RECORDS</p>	<p>F. 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.</p> <p>This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p> <p>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.</p> <p>For convenience, the term “committee” is used in this schedule to</p>	<p>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</p>	<p>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.</p>	<p>Agency guidelines; Annual reports to the Library of Congress describing the agency’s compliance with the Government in the Sunshine Act; Copies of records about committees maintained for reporting purposes; Financial operating plans and final cost accountings; Information provided to GSA Secretariat for annual comprehensive reviews; Requests for approval of committee nominees; Statistical data files and reports</p>

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		mean “advisory committee” pursuant to FACA.			
01/022.0.A.01	RECORDS OF MANAGEMENT	<p>A. 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 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 1.]</p> <p>1. 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.</p> <p>Records created and received by NASA management not included in a specific case file (see Note 1).</p>	<p>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] (N 1-1)</p>	<p>Note 1: Records described by items 22A that are specific to individual programs or projects are covered by Schedule 8, items 101-117.</p> <p>Note 2: Other general records—transitory files, suspense files, etc.—are covered by Schedule 1, item 78.</p>	
01/022.0.A.02	RECORDS OF MANAGEMENT	<p>A. Records created and received in any and all media that substantially document the development and management of NASA policy,</p>	<p>Temporary. Cutoff at end of fiscal or calendar year. Destroy or delete</p>	<p>Note 1: Records described by items 22A that are specific to individual programs or</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>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 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 1.]</p> <p>2. 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.</p> <p>Records created and received by NASA management not included in a specific case file (see Note 1).</p>	<p>between 5 and 15 years after cutoff. [DA: N1-255-06-1]</p>	<p>projects are covered by Schedule 8, items 101-117.</p> <p>Note 2: Other general records—transitory files, suspense files, etc.—are covered by Schedule 1, item 78.</p>	
01/022.0.A.03	RECORDS OF MANAGEMENT	<p>A. 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</p>	<p>Temporary. Non-record. Destroy when no longer needed. [DA: N1-255-06-1]</p>	<p>Note 1: Records described by items 22A that are specific to individual programs or projects are covered by Schedule 8, items 101-117.</p> <p>Note 2: Other general records—transitory files, suspense files,</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>operation and guidance. Also included are calendars, appointment books, schedules, logs, diaries, and journals that 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 1.]</p> <p>3. All other copies of records described in A above.</p> <p>Records created and received by NASA management not included in a specific case file (see Note 1).</p>		<p>etc.—are covered by Schedule 1, item 78.</p>	
01/022.0.B	RECORDS OF MANAGEMENT	<p>B. 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:</p> <ul style="list-style-type: none"> <li>• management positions described in item A.1 above</li> <li>• principal operating management positions (e.g. Chief Information Officer, Chief Financial Officer)</li> </ul>	<p>Permanent. Cutoff in accordance with agency's business needs. Transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later. [GRS 6.1-010] DAA-GRS-2015-0001-0001</p>	<p>Note 1: 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.</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> <li>• positions of those routinely providing advice and oversight to the agency</li> <li>• roles and positions not represented above that are filled by Presidential Appointment with Senate Confirmation (PAS positions)</li> <li>• those serving longer than 60 days in an acting capacity for any of the above positions</li> </ul> <p>Records created and received by NASA management not included in a specific case file (see Note 1).</p>			
01/026.5.A	QUALITY MANAGEMENT FILES	<p>A. 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.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p> <p>(For Quality Assurance records related to NASA Programs &amp; Projects, see NRRS Schedule 8.)</p>	<p>Temporary. Destroy when 7 years old. [DA: N1-255-99-3] [DA: N1-255-09-1]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 01/078.0.G.06 (inputs and outputs) and 02/014.0.D.02 (documentation).</p>	
01/026.5.B	QUALITY MANAGEMENT FILES	<p>B. 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</p>	<p>Temporary. Destroy when 5 years old. [DA: N1-255-10-2]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 01/078.0.G.06 (inputs</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/026.5.C	QUALITY MANAGEMENT FILES	<p>feedback, surveys and survey responses, and documentation/tracking of quality issue corrective actions.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p> <p>(For Quality Assurance records related to NASA Programs &amp; Projects, see NRRS Schedule 8.)</p>	<p>Temporary. Delete/Destroy when no longer needed. [DA: N1-255-10-2]</p>	<p>and outputs) and 02/014.0.D.02 (documentation).</p>	
		<p>C. All copies of records described in A and B.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p> <p>(For Quality Assurance records related to NASA Programs &amp; Projects, see NRRS Schedule 8.)</p> <p>A. 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.</p> <p>B. Records related to improvement of management and quality processes and activities throughout the Agency</p>		<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 01/078.0.G.06 (inputs and outputs) and 02/014.0.D.02 (documentation).</p>	



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		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.			
01/033.0	INTERNATIONAL CORRESPONDENCE	Correspondence with private individuals outside of the U.S. requesting information or publications.	Temporary. Destroy 2 years after response to request. [DA: N1-255-94-1] [DA: N1-255-09-1] (N1-11)		
01/034.0	INTERNATIONAL ACTIVITIES FILES	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] (N1-10)		
01/037.0.A	COMMUNITY RELATIONS FILES	A. Documentation showing the development, maintenance, and improvement of relations between NASA and the community.  GSFC: These are meetings between local leaders in business/political areas to show/demonstrate what GSFC is doing in the local community, rotary clubs, Chamber of Commerce, etc.	Temporary. Destroy when 5 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N19-19)		SORN - NASA 10GOS
01/038.1	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: <ul style="list-style-type: none"> <li>logistics, planning, and correspondence records for routine conferences and events</li> </ul>	Temporary. Destroy when 3 years old. [GRS 6.4-010] DAA-GRS-2016-0005-0001		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/038.2	PUBLIC CORRESPONDENC E AND COMMUNICATIO NS	<ul style="list-style-type: none"> <li>• correspondence and records on speakers and speaking engagements, including biographies</li> <li>• case files and databases of public comments (related to public affairs activities only)</li> </ul> <p>Public correspondence and communications not requiring formal action.</p> <p>Records related to correspondence and communications, including comments, to and from the public that require no formal response or action. Includes:</p> <ul style="list-style-type: none"> <li>• comments the agency receives but does not act upon or that do not require a response, such as: <ul style="list-style-type: none"> <li>* write-in campaigns</li> <li>* personal opinions on current events or personal experiences</li> <li>* routine complaints or commendations</li> <li>* anonymous communications</li> <li>* suggestion box comments</li> <li>* public correspondence addressed to another entity and copied to the agency or that the agency receives in error</li> <li>* comments posted by the public on an agency website that do not require response or that the agency does not collect for further use</li> </ul> </li> <li>• communications from the public that the agency responds to but takes no formal action on</li> <li>• agency postings on social media accounts and email blasts that consist of information released or captured</li> </ul>	Temporary. Destroy when 90 days old. [GRS 6.4-020] DAA-GRS-2016-0005- 0002	<p>Note 1: For requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research, use NRRS 01/078.0.G.02.</p> <p>Note 2: The agency must schedule any correspondence or communications with the public not described in this NRRS, which includes that of high-level officials.</p> <p>Exclusion 1: 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.</p> <p>Exclusion 2: Public comments that the</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		elsewhere, provided the agency also captures the posting		agency takes action on or uses to take action are not covered by this NRRS.	
01/038.3	ROUTINE MEDIA RELATIONS RECORDS	Records of interactions with the press or media that contain duplicate, minimal, or limited information.	Temporary. Destroy when no longer needed for business use. [GRS 6.4-040] DAA-GRS-2016-0005-0004		copies or articles created by the agency for publication in news media; daily or spot news recordings or videos available to local radio and tv stations; notices or announcements of media events; public service announcements; requests and responses for information and assistance for media stories; requests and responses for interviews
01/038.4	PUBLIC AFFAIRS PRODUCT DEVELOPMENT FILES	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 the records listed in Content Type.	Temporary. Destroy when no longer needed for business use. [GRS 6.4-030] DAA-GRS-2016-0005-0003	Note 1: Agencies must offer any cartographic and aerial photographic records created before January 1, 1950, to the National Archives and Records Administration (NARA) before applying this disposition authority. Note 2: Now-obsolete forms of printing production materials (e.g., line and halftone negatives, screened paper prints, and offset lithographic plates), line copies of graphs and charts, as well as cartographic records prepared during Intermediate stages of publication that may be found in older project files are temporary under this item.	bibliographies, checklists, and indexes of agency publications and releases (see Exclusion 4); broadcast productions; clearances related to release of products (see Exclusion 5 and 6); copies of records used for reference in preparing products; drafts and working copies (see Exclusion 3); marketing research; news clippings; preparatory or preliminary artwork or graphics; printers galleys; research notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
				<p>Exclusion 1: Final products such as speeches, publications, educational materials, agency histories, mission-related audiovisual materials including posters, conference and public outreach materials. See appropriate NRRS, if no schedule, agency must schedule these records on an agency-specific schedule.</p> <p>Exclusion 2: This item does not include unique collections of records or original materials (such as interviews or oral histories) the agency assembles for research or final product development purposes. These records may have permanent value and the agency should schedule them on an agency-specific schedule.</p> <p>Exclusion 3: 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</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/039.0.A	NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS	<p>A. Record Copy.</p> <p>Periodic newsletter, bulletins, or similar types of official Center publications that contain information relating to Center facilities, operations, significant projects, mission development, personnel, social fabric, and any other information of interest to NASA employees.</p>	<p>Permanent. Transfer one copy of each issue to the National Archives annually in one-year blocks at the end of each calendar year. If in electronic format, transfer in accordance with 36 CFR 1228.270 and</p>	<p>decisions or that document findings or support recommendations.</p> <p>Exclusion 4: This item does not include bibliographies, checklists or indexes relating to records scheduled as permanent, such as permanent publications.</p> <p>Exclusion 5: 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.</p> <p>Exclusion 6: This item does not cover clearances for release of information related to declassification review.</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/039.0.B	NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS	<p>B. Center Archives Copy.</p> <p>Periodic newsletter, bulletins, or similar types of official Center publications that contain information relating to Center facilities, operations, significant projects, mission development, personnel, social fabric, and any other information of interest to NASA employees.</p>	<p>current NARA guidance. [DA: N1-255-05-01]</p> <p>Temporary. Transfer a second copy of each issue to local Center History office. Destroy when no longer needed. [DA: N1-255-05-01] [DA: N1-255-09-1]</p>		
01/039.0.C	NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS	<p>C. Hard copy originals used to create imaged record copy on electronic media.</p> <p>Periodic newsletter, bulletins, or similar types of official Center publications that contain information relating to Center facilities, operations, significant projects, mission development, personnel, social fabric, and any other information of interest to NASA employees.</p>	<p>Temporary. Destroy/Delete after verification of electronic record copy. [DA: N1-255-05-01]</p>		
01/040.0	BIOGRAPHICAL RECORDS FOR PUBLIC AFFAIRS	<p>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.</p>	<p>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]</p>		SORN - NASA 10BRPA

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/042.0	ACCESS AND DISCLOSURE REQUEST FILES	<p>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</p> <ul style="list-style-type: none"> <li>granting the request in full</li> <li>granting the request in part</li> <li>denying the request for any reason including: <ul style="list-style-type: none"> <li>* inability to fulfill request because records do not exist</li> <li>* inability to fulfill request because request inadequately describes records</li> <li>* inability to fulfill request because search or reproduction fees are not paid</li> </ul> </li> <li>final adjudication on appeal to any of the above original settlements</li> <li>final agency action in response to court remand on appeal</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>requests (either first-party or third-party)</li> <li>replies</li> <li>copies of requested records</li> <li>administrative appeals</li> <li>related supporting documents (such as sanitizing instructions)</li> </ul>	<p>Temporary. Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.</p> <p>[GRS 4.2-020] DAA-GRS-2016-0002-0001</p>	<p>Note 1: 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.</p> <p>Note 2: Agencies may wish to retain redacted copies of requested records for business use after the rest of the associated request case file is destroyed.</p>	SORN - 10FOIA
01/043.0	PRIVACY ACT AMENDMENT CASE FILES	<p>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).</p>	<p>Temporary. Destroy with the records for which amendment was requested or 4 years after close of case (final determination by Agency or final adjudication,</p>		<p>agency justification for refusal to amend a record; appeals; copies of agency's replies; related materials; requests to amend and to review refusal to amend; statement of disagreement</p>

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/044.0	PRIVACY ACT ACCOUNTING OF DISCLOSURE FILES	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.	<p>whichever applies), whichever is later.  [GRS 4.2-090] DAA-GRS-2013-0007-0007</p> <p>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] NC1-64-77-1 item 27  [DAL-GRS-2023-0001-0001]</p>		date of disclosure; explanations of the purpose for the request; forms with the subject individual's name; proof of subject individual's consent; records of the requestor's name and address
01/044.2.A	ERRONEOUS RELEASE RECORDS	<p>A. Records filed with the record-keeping copy of the erroneously released records.</p> <p>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.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• official copy of records request or copies</li> </ul>	<p>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</p>		all related supporting documents; copies of replies; requests for information
01/044.2.B	ERRONEOUS RELEASE RECORDS	B. Records filed separately from the record-keeping copy of the released records.	<p>Temporary. Destroy 6 years after the erroneous release.  [GRS 4.2-061] DAA-GRS-2015-0002-0002</p>		all related supporting documents; copies of replies; requests for information



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/044.6	PERSONALLY IDENTIFIABLE INFORMATION EXTRACT LOGS	<p>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.</p> <p>May include:</p> <ul style="list-style-type: none"> <li>• official copy of records request or copies</li> </ul>	<p>Temporary. Destroy when business use ceases. [GRS 4.2-140] DAA-GRS-2013-0007-0013</p>		
01/044.7.A	ANALYZING PERSONALLY IDENTIFIABLE INFORMATION (PII)	<p>A. PRIVACY THRESHOLD ANALYSES (PTAs) and INITIAL PRIVACY ASSESSMENTS (IPAs) Records of research on whether an agency should conduct a Privacy Impact Assessment (PIA).</p> <p>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</p>	<p>Temporary. Destroy 3 years after associated PIA is published or determination that PIA is unnecessary. [GRS 4.2-160] DAA-GRS-2016-0003-0003</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		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.			
01/044.7.B	ANALYZING PERSONALLY IDENTIFIABLE INFORMATION (PII)	B. PRIVACY IMPACT ASSESSMENT (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	
01/044.8	PRIVACY ACT SYSTEM OF RECORDS 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 1/44.8/B).	Temporary. Destroy 2 years after supersession by a revised SORN or after system ceases operation.	[GRS 4.2-150] DAA-GRS-2016-0003-0002	
01/047.0	PRIVACY ACT GENERAL ADMINISTRATIVE FILES	Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Temporary. Destroy when 3 years old.	[GRS 4.2-001] DAA-GRS-2019-0001-0001	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/047.5	PRIVACY COMPLAINT FILES	Records of privacy complaints (and responses) agencies receive in these categories: <ul style="list-style-type: none"> <li>• process and procedural (consent, collection, and appropriate notice)</li> <li>• redress (inquiries seeking resolution of difficulties or concerns about privacy matters not specifically outlined in the Privacy Act)</li> <li>• operational (inquiries regarding Privacy Act matters but not including Privacy Act requests for access and/or correction)</li> <li>• complaints referred to another organization</li> </ul>	Temporary. Destroy 3 years after resolution or referral, as appropriate. [GRS 4.2-065] [DAA-GRS-2019-0001-0004]		
01/050.0	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.	
01/050.1.A	LEGAL AND REGULATORY COMPLIANCE REPORTING RECORDS	A. 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. Legal citation: OMB M-17-16.	Temporary. Destroy 5 years after submission of report. [GRS 4.2-080] DAA-GRS-2013-0007-0022		
01/050.1.B	LEGAL AND REGULATORY COMPLIANCE	B. Reports prepared in compliance with federal laws and regulations, such as the E-Government Act (Public Law	Temporary. Destroy 2 years after submission of report.		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
	REPORTING RECORDS	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 internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP).	[GRS 4.2-081] DAA-GRS-2013-0007-0023		
01/051.0	FOIA ADMINISTRATIVE FILES	Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Temporary. Destroy when 3 years old. [GRS 4.2-001] DAA-GRS-2019-0001-0001		
01/054.0.A	NEWS RELEASES	A. OFFICE OF PRIMARY RESPONSIBILITY Office of Communications record copy maintained by issuing office.  One copy of each prepared statement or announcement issued for distribution to the news media. Published or processed documents, such as "Press Kits," "Fact Sheets," "Current News," and all other materials used mainly for news media.  News releases that announce events such as adoption of new programs, terminations of old programs, major shifts in policy, and changes in senior agency personnel and may be a textual record such as a formal press release.	Permanent. Transfer to the National Archives in 5 year blocks when 20 years old. [DA: N1-255-94-1] (N 19-1)		
01/054.0.C	NEWS RELEASES	C. ALL OTHER COPIES  One copy of each prepared statement or announcement issued for distribution to the news media. Published or processed documents,	Temporary. Destroy when no longer needed for reference. [DA: N1-255-94-1] [DA: N1-255-09-1]		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		such as "Press Kits," "Fact Sheets," "Current News," and all other materials used mainly for news media.			
		News releases that announce events such as adoption of new programs, terminations of old programs, major shifts in policy, and changes in senior agency personnel and may be a textual record such as a formal press release.			
01/057.0.A	NASA RADIO PRESENTATIONS	A. 1992 AND EARLIER One copy of each radio program as created by NASA and provided to the general public and radio stations. Formats can consist of, but are not limited to: NASA Radio Special Reports; Audio News  Features; and Space Notes. (Mediums of transfer consist of: Reel- to-reel; cassettes; transcripts; etc.)  Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)	Permanent. Transfer to the National Archives 5 years after release or delivery. [DA: N1-255-94-1] (N 19-3)		
01/057.0.B.01	NASA RADIO PRESENTATIONS	B. 1993 AND CONTINUING 1. NASA Space Stories.  These are stories of interest about NASA programs/projects. Stories are created as weekly radio shows and are distributed every 4 weeks. Masters consist of 4 stories approximately 4 1/2 minutes in length and 4 items entitled "Frontiers" each is a 90 second version of the Space Story. English" and "Spanish" versions of each program, including a written translation, if one exists.	Permanent. Transfer 1 production master (1/4" open reel-to-reel tape) and 1 dubbed cassette copy to the National Archives annually, along with 1 hard copy of the label information for each cassette. [DA: N1-255-94-1] (N 19-3)	Note: Spanish versions of the NASA Radio programs consist of the NASA Space Stories produced approximately every 1-2 weeks every 4 weeks with one 4 1/2 minute and one 90 second story which duplicate/copy an English story.	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)			
01/057.0.B.02	NASA RADIO PRESENTATIONS	B. 1993 AND CONTINUING 2. NASA Special Reports.  Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)	Permanent. Transfer 1 production master (1/4" open reel-to-reel tape) and 1 dubbed cassette copy to the National Archives annually, along with 1 hard copy of the label information for each cassette. [DA: N1-255-94-1]		
01/057.0.B.03	NASA RADIO PRESENTATIONS	B. 1993 AND CONTINUING 3. NASA Space Notes.  Radio programs created by NASA and provided to the general public and radio stations. Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)	Permanent. Transfer 1 production master (1/4" open reel-to-reel tape) and 1 dubbed cassette copy to the National Archives annually, along with 1 hard copy of the label information for each cassette. [DA: N1-255-94-1]		
01/057.0.C.01	NASA RADIO PRESENTATIONS	C. NASA OFFICIAL INTERVIEWS 1. Raw and Routine interviews.  These are interviews done for research and background information for production of NASA Space Stories and Frontiers. (These interviews have been produced on DAT Tapes, cassettes, and 1/4" reel-to-reel tapes.)  Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)	Temporary. Destroy when 2 years old or when no longer needed, whichever is sooner. [DA: N1-255-94-1] [DA: N1-255-09-1]		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/057.0.C.02	NASA RADIO PRESENTATIONS	<p>C. NASA OFFICIAL INTERVIEWS</p> <p>2. Special Interest Interviews.</p> <p>These are unique interviews with NASA officials concerning current items, issues, or research programs/projects of interest or of special significance to NASA.</p> <p>Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)</p>	<p>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.</p> <p>[DA: N1-255-94-1]</p>		
01/059.0.A	POSTERS - EDUCATIONAL	<p>A. Official record copy</p> <p>Wall Sheets, posters, awareness and educational materials, relating to the programs and mission of the Agency done at NASA's request. (This series does not include contractor generated and produced material over which NASA has no control; or incidental posters such as blood drives, Combined Federal Campaign, Thrift Savings Program, etc.)</p>	<p>Permanent. Transfer 2 copies annually directly to the National Archives.</p> <p>[DA: N1-255-94-1]</p>		
01/059.0.B	POSTERS - EDUCATIONAL	<p>B. All other copies</p> <p>Wall Sheets, posters, awareness and educational materials, relating to the programs and mission of the Agency done at NASA's request. (This series does not include contractor generated and produced material over which NASA has no control; or incidental posters such as blood drives, Combined Federal Campaign, Thrift Savings Program, etc.)</p>	<p>Temporary. Destroy when no longer needed.</p> <p>[DA: N1-255-94-1]</p>		
01/060.0	POCKET STATISTICS	<p>Contains in summary format agency data on activities, events, personnel, financial data, employment statistics,</p>	<p>Permanent. Transfer 2 copies annually or in-year-of creation if not published on an</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		and other data used in the operation and functioning of the Agency.	annual basis, directly to the National Archives. [DA: N1-255-94-1]		
01/062.0.A	SPEECH FILES	A. OFFICE OF PRIMARY RESPONSIBILITY  Official speeches by NASA personnel. Speeches, addresses, comments, and remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of state and local governments, or private groups.	Permanent. After release, transfer to the National Archives in 5 year blocks when 20 years old. [DA: N1-255-94-1] (N 19-2)		
01/062.0.B	SPEECH FILES	B. ALL OTHER OFFICES/COPIES  Official speeches by NASA personnel. Speeches, addresses, comments, and remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of state and local governments, or private groups.	Temporary. Destroy when no longer needed for reference. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/063.0.A	SCRIPT FILES	A. OFFICE OF PRIMARY RESPONSIBILITY 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] (N 19-3)		



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/063.0.B	SCRIPT FILES	B. ALL OTHER OFFICES/COPIES Official film, radio, and television scripts.	Temporary. Destroy when no longer needed for reference. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 19-3)		
01/064.0.A	PUBLICATIONS	A. ONE COPY OF EACH OFFICIAL NASA PUBLICATION	Permanent. Transfer 1 copy annually of all publications created to the National Archives. [DA: N1-255-94-1] (N 19-10)		
01/064.0.B	PUBLICATIONS	B. PRE-PUBLICATION MATERIAL (General publication files, i.e. STI, R&D, publications held at CASI - See Schedule 2, AFS 2220)	Temporary. Destroy when 5 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 19-10)		
01/065.0.A	EXHIBITS	A. SMALL 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.B	EXHIBITS	B. LARGE 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.C	EXHIBITS	C. 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:	Permanent. Transfer to the National Archives 5 years after completion of project/exhibit or		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> <li>• World Fairs</li> <li>• Air Show(s)</li> <li>• Exhibits for the Blind</li> </ul>	<p>when 20 years old, whichever is sooner. [DA: N1-255-94-1]</p>		
01/068.0.A	EDUCATION PROGRAM	<p>A. General records (in any format) of program administration not linked to specific projects or education packages.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p>	<p>Temporary. Destroy or delete when 5 years old. [DA: N1-255-10-3]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 01/078.0.G.06 (inputs and outputs) and 02/014.0.D.02 (documentation).</p>	
01/068.0.B.01	EDUCATION PROGRAM	<p>B. Records and documentation (in any format) related to the operation and functions of specific NASA Education programs, projects, and activities/opportunities.</p> <p>1. Project management records documenting basic information about projects and/or opportunities, including basic project descriptions, funding amounts and sources, project managers, and NASA Centers.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p>	<p>Temporary. Destroy or delete when 10 years old or when no longer needed, whichever is longer. [DA: N1-255-10-3]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 01/078.0.G.06 (inputs and outputs) and 02/014.0.D.02 (documentation).</p>	
01/068.0.B.02	EDUCATION PROGRAM	<p>B. Records and documentation (in any format) related to the operation and functions of specific NASA Education programs, projects, and activities/opportunities.</p> <p>2. Administrative records including but not limited to funding management, calendars, schedules,</p>	<p>Temporary. Destroy or delete when 5 years old. [DA: N1-255-10-3]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 01/078.0.G.06 (inputs and outputs) and</p>	SORN - NASA 10EDUA

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>correspondence, announcements, course descriptions, objectives, registration, and rosters.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p>		02/014.0.D.02 (documentation).	
01/068.0.B.03	EDUCATION PROGRAM	<p>B. Records and documentation (in any format) related to the operation and functions of specific NASA Education programs, projects, and activities/opportunities.</p> <p>3. Curriculum materials for use by instructors or students, including but not limited to record copy of manuals, syllabuses, textbooks, and on-line packages.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p>	<p>Permanent. Transfer to the National Archives 7 years after superseded or obsolete. [DA: N1-255-10-3]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 01/078.0.G.06 (inputs and outputs) and 02/014.0.D.02 (documentation).</p>	
01/068.0.C.01	EDUCATION PROGRAM	<p>C. Records of participants (in any format), 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.</p> <p>Records that contain "Personally Identifiable Information" must be managed per guidance of NASA and Federal privacy policies.</p>	<p>Temporary. Cutoff at last activity with files. Destroy between 5 and 40 years after cutoff. [DAA-0255-2015-0002]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 01/078.0.G.06 (inputs and outputs) and 02/014.0.D.02 (documentation).</p>	SORN - NASA 10EDUA

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/068.0.C.02	EDUCATION PROGRAM	<p>1. 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).</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p> <p>C. Records of participants (in any format), 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.</p> <p>2. Records of participants that have not received significant awards.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p>	<p>Temporary. Cutoff at last activity with file. Destroy 5 years after cutoff. [DAA-0255-2015-0002]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 01/078.0.G.06 (inputs and outputs) and 02/014.0.D.02 (documentation).</p>	SORN - NASA 10EDUA
01/068.0.D	EDUCATION PROGRAM	<p>D. Survey responses and other feedback (in any format) from project participants and the general public concerning NASA educational programs, including interest area preferences, participant feedback, and reports of experiences in projects.</p> <p>If Records contain "Personally Identifiable Information," they must</p>	<p>Temporary. Destroy or delete when 10 years old or when no longer needed, whichever is longer. [DA: N1-255-10-3]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 01/078.0.G.06 (inputs and outputs) and 02/014.0.D.02 (documentation).</p>	SORN - NASA 10EDUA

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		be managed per guidance of NASA and Federal privacy policies.			
		This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.			
01/068.0.E	EDUCATION PROGRAM	E. All non-record copies, in any format, of records in items A-D	Temporary. Destroy when no longer needed. [DA: N1-255-10-3]	Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 01/078.0.G.06 (inputs and outputs) and 02/014.0.D.02 (documentation).	SORN - NASA 10EDUA
		This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.			
01/072.0.A	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS, AND OPERATING MANUALS	A. HEADQUARTERS - AGENCY LEVEL OPR: Management Operations Division, NASA Headquarters	Permanent. When obsolete or superseded, transfer to the National Archives in 5 year blocks when 20 years old. [DA: N1-255-94-1] (N 1-2)		
		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, 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.			

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Normally these are issued by authority of the head of the agency.			
01/072.0.B.01	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS, AND OPERATING MANUALS	<p>B. CENTERS</p> <p>1. FORMAL ISSUANCES – SEE BELOW DESCRIPTION</p> <p>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.</p>	Permanent. After cancellation or when superseded, transfer to the National Archives in 5 year blocks when 20 years old.	[DA: N1-255-94-1]	
01/072.0.B.02	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS, AND OPERATING MANUALS	<p>B. CENTERS</p> <p>2. ROUTINE ISSUANCES</p> <p>Policy documents on administrative functions such as payroll, procurement, facilities, equipment, and human capital. Includes records documenting development.</p> <p>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.</p>	Temporary. Destroy when superseded or obsolete, or no longer needed for business, whichever is later.	[GRS 5.7-030] DAA-GRS-2017-0008-0003	
01/072.0.C	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS, AND OPERATING MANUALS	<p>C. OFFICES PROMULGATING POLICIES, PROCEDURES, INSTRUCTIONS, ETC. TO BE PUBLISHED</p> <p>Formal directives distributed as policy directives/statements/instructions, procedural requirements and manuals announcing major changes in the Agency’s policies and procedures.</p>	Temporary. Transfer background and related material to agency level issuance office (Item A.)	[DA: N1-255-94-1] [DA: N1-255-09-1]	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Normally these are issued by authority of the head of the agency.			
01/072.0.D	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS, AND OPERATING MANUALS	D. COPIES OF THIS MATERIAL RETAINED IN PROMULGATING OFFICE  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.	Temporary. Destroy copies of record material when no longer needed. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/072.0.E	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS, AND OPERATING MANUALS	E. ALL OTHER OFFICES/COPIES, INCLUDING ELECTRONIC VERSIONS  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.	Temporary. Destroy when superseded, obsolete, or no longer needed. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/072.5.A	DOCUMENTS PUBLISHED IN THE FEDERAL REGISTER	A. 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 1: SORNs per se are covered by NRRS 01/044.8.  Note 2: PRA Information Collection reports are covered by NRRS 01/084.  Note 3: Notices of meetings of committees established under the Federal Advisory Committee Act (FACA) are covered by NRRS 01/020.	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/072.5.B	DOCUMENTS PUBLISHED IN THE FEDERAL REGISTER	<p>B. AGENCY INPUT INTO THE UNIFIED AGENDA</p> <p>Records that process agency input into the publication of:</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Agency regulatory flexibility agendas</li> <li>• The Regulatory Plan</li> </ul>	<p>Temporary. Destroy when 2 years old.</p> <p>[GRS 5.7-080] DAA-GRS-2017-0012-0005</p>		
01/073.0	ADMINISTRATIVE MANAGEMENT REPORT REQUIREMENTS RECORDS	<p>Includes:</p> <ul style="list-style-type: none"> <li>• copies of authorizing directives</li> <li>• preparation instructions</li> <li>• descriptions of required or standardized formats</li> <li>• clearance forms</li> <li>• documents on evaluating, continuing, revising, and discontinuing reporting requirements.</li> </ul> <p>This item applies only to management reports related to administrative activities.</p>	<p>Temporary. Destroy 2 years after the report is discontinued.</p> <p>[GRS 5.7-040] DAA-GRS-2020-0001-0002 (N 1-30)</p>		
01/074.0	FORMS MANAGEMENT FILES	<p>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:</p> <ul style="list-style-type: none"> <li>• registers or databases used to record and control the numbers and other identifying data assigned to each form</li> <li>• official case files consisting of the record copy of each agency-originated form with related instructions and</li> </ul>	<p>Temporary. Destroy 5 years after form is discontinued, superseded, or cancelled.</p> <p>[Retention meets NASA business needs per NASA Forms Officer.]</p> <p>Schedule 1/74 superseded schedules 1/74.A &amp; B.</p>		



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>documentation showing inception, scope, and purpose of the form</p> <ul style="list-style-type: none"> <li>background materials and specifications</li> </ul>	<p>[GRS 4.1-040] DAA-GRS-2013-0002-0009 (N 1-27)</p>		
01/075.0.A	RECORDS MANAGEMENT PROGRAM FILES	<p>Records related to disposition of records.</p> <p>Disposition activities and examples of records include:</p> <ul style="list-style-type: none"> <li>transferring, destroying, and retrieving records</li> <li>scheduling records</li> </ul>	<p>Temporary. Destroy no sooner than 25 years after the project, activity, or transaction is completed or superseded.</p>		
		<p>Records include:</p> <ul style="list-style-type: none"> <li>disposal authorizations, schedules, and reports</li> <li>records schedules, legacy records schedules (SF 115, Request for Records Disposition Authority)</li> <li>SF 135, Records Transmittal and Receipt</li> <li>OF 11, Reference Request</li> <li>Transfer Request (TR); Legal Transfer Instrument (LTI); SF 258, Agreement to Transfer Records to the National Archives of the United States</li> <li>Equivalent NASA Center forms</li> </ul>	<p>NASA Note: Do not destroy without Agency Records Officer approval. [GRS 4.1-020] DAA-GRS-2013-0002-0007</p>		
		<p>NASA Note: The retention duration for schedule item 01/075.0.A was increased from 6 years to 25 years due to their legacy and research value. These records should not be destroyed without Agency Records Officer approval.</p>			
01/075.0.C	RECORDS MANAGEMENT PROGRAM FILES	<p>Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes</p>	<p>Temporary. Destroy no sooner than 6 years after the project, activity, or</p>	<p>Note: These records cannot be retired to an FRC.</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities and examples of records include:</p> <ul style="list-style-type: none"> <li>• providing oversight of the entire records management program</li> <li>• providing other records management services to customer units (such as records storage/reference assistance, and technical assistance with files plans and other records management questions)</li> <li>• conducting records ""clean out"" days</li> <li>• conducting special projects</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• agency records management program surveys or evaluations</li> <li>• reports of surveys or evaluations</li> <li>• reports of corrective action taken in response to agency program surveys or evaluations</li> </ul>	<p>transaction is completed or superseded. [GRS 4.1-020] DAA-GRS-2013-0002-0007</p>		
01/075.0.E	RECORDS MANAGEMENT PROGRAM FILES	<p>E. Office record locator files, indexes, or listings that are used to locate records in current files, or files that have been transferred to staging areas or retired to FRC; including file plans and office copies of shipping lists.</p> <p>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</p>	<p>Temporary. Destroy file plans/indexes when superseded. Destroy lists (shipping/transfer) when records thereon have been destroyed, or when the list is no longer needed for reference. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>	<p>Note: These records cannot be retired to an FRC.</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		function of agency records management.			
01/075.5.A	VITAL OR ESSENTIAL RECORDS PROGRAM RECORDS	A. Records involved in planning, operating, and managing the agency's vital or essential records program.	Temporary. Destroy 3 years after project, activity, or transaction is completed or superseded. [GRS 4.1-030] DAA-GRS-2013-0002-0008		report of corrective action taken in response to agency vital records test; results of test, surveys, or evaluations; vital records cycling plans; vital records inventories
01/075.5.B	VITAL OR ESSENTIAL RECORDS PROGRAM RECORDS	B. 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		
01/076.1.A	DIGITIZATION SOURCE RECORDS	A. Records from which a digitized version or digitized record is created that are: <ul style="list-style-type: none"> <li>• Scheduled as temporary in an approved records schedule; or</li> <li>• Scheduled as permanent and that were created on or after 1 January 1950.</li> </ul> <p>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.</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Formats not covered by 36 CFR 1236 Subpart E - Digitizing Permanent Federal Records. Agencies must use</li> </ol>	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.	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/076.1.B	DIGITIZATION PROJECT RECORDS	<p>agency-specific schedules for these records.</p> <p>3. Source records that were created before 1 January 1950 that have been scheduled as permanent or are unscheduled.</p> <p>4. Source records that have intrinsic value in the original medium that would be lost if the content were converted to another medium.</p>	<p>Temporary. Destroy when the digitized records are transferred to the National Archives and NARA confirms legal custody has been accepted.</p> <p>[GRS 4.5-020] DAA-GRS-2022-0010-0002</p>		
01/076.1.C	DIGITIZATION PROJECT RECORDS	<p>B. Records used to manage digitizing projects and document (validate) that the digitized versions of records are of suitable quality to replace source records.</p> <p>Documentation for digitizing permanent records. Specific documentation requirements for digitizing permanent records are listed in 36 CFR 1236.44, Documenting digitization projects.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> <li>• Digitized records and associated metadata; the appropriate current, approved agency-specific records schedule or applicable GRS item covers these.</li> <li>• Administrative, technical, and descriptive metadata captured during the digitization project must be transferred to NARA with the digitized records (36 CFR 1236.56(j)).</li> </ul>	<p>Temporary. Destroy when the records digitized using the validation process are destroyed.</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Documentation for digitizing temporary records. Specific documentation requirements for digitizing temporary records are listed in 36 CFR 1236.34.	[GRS 4.5-021] DAA-GRS-2022-0010-0003		
01/077.0.B	FINDING AIDS	B. 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]		
01/078.0.C	GENERAL OFFICE FILES	<p data-bbox="520 552 940 738">C. TRACKING AND CONTROL RECORDS</p> <p data-bbox="520 617 911 738">Records used to provide access and control of records authorized for destruction by an approved records schedule. Includes:</p> <ul data-bbox="520 747 674 933" style="list-style-type: none"> <li data-bbox="520 747 625 771">• indexes</li> <li data-bbox="520 779 590 803">• lists</li> <li data-bbox="520 812 646 836">• registers</li> <li data-bbox="520 844 667 868">• inventories</li> <li data-bbox="520 876 674 901">• finding aids</li> <li data-bbox="520 909 590 933">• logs</li> </ul> <p data-bbox="520 974 940 1128">Exclusion 1: 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.</p> <p data-bbox="520 1169 940 1385">2: 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.</p>	Temporary. Destroy when no longer needed. [GRS 4.1-010] DAA-GRS-2013-0002-0016		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/078.0.F.01	GENERAL OFFICE FILES	<p data-bbox="520 155 848 180">F. ADMINISTRATIVE RECORDS</p> <p data-bbox="520 220 926 407">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:</p> <ul data-bbox="520 415 926 1089" style="list-style-type: none"> <li data-bbox="520 415 926 505">• staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)</li> <li data-bbox="520 513 926 602">• office-level administrative policies and procedures and files related to their development (see Note 1)</li> <li data-bbox="520 610 926 667">• calendars or schedules of daily activities of non-high-level officials</li> <li data-bbox="520 675 926 829">• informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training</li> <li data-bbox="520 837 926 894">• internal office activity and workload reports</li> <li data-bbox="520 902 926 959">• studies and analyses of office administrative functions and activities</li> <li data-bbox="520 967 926 1024">• non-mission related management reviews and surveys</li> <li data-bbox="520 1032 926 1089">• minutes of meetings related to administrative activities</li> </ul> <p data-bbox="520 1130 926 1382">Exclusion 1: 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 01/012 and 01/013.</p> <p data-bbox="520 1422 926 1477">Note 1: This item covers administrative policies and procedures at the</p>	<p data-bbox="961 155 1199 245">Temporary. Destroy when business use ceases.</p> <p data-bbox="961 253 1199 310">[GRS 5.1-010] DAA-GRS-2016-0016-0001</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/078.0.F.02	GENERAL OFFICE FILES	office/unit level. NRRS 01/072 covers agency-level administrative issuances or directives.  F. ADMINISTRATIVE RECORDS Records accumulated by individual offices through internal management or housekeeping activities of the office or in general management and oversight of the function for which the office exists.  2. 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.  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.	Temporary. Cutoff at end of fiscal or calendar year. Destroy/delete 5 years after cutoff. [DA: N1-255-11-2]		
01/078.0.G.02	GENERAL OFFICE FILES	G. TRANSITORY FILES Records that meet the following conditions: <ul style="list-style-type: none"> <li>• They are required for only a short time (generally less than 180 days) and</li> <li>• They are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making.</li> </ul>	Temporary. Destroy when no longer needed for business use. [GRS 5.2-010] DAA-GRS-2022-0009-0001		<ul style="list-style-type: none"> <li>• messages coordinating schedules, appointments, and events;</li> <li>• messages received from agency distribution lists or listservs;</li> <li>• received copies of circulated internal information such as agency instructions, notifications, circulars, newsletters, and email blasts to employees;</li> <li>• transmittal documents such as e-mail, letters, cover memos, and facsimile cover sheets that do not provide evidence of</li> </ul>

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		For specific examples, see content types field.			approval, concurrence, or decision making, or include substantive comments; • “to-do” or task lists and assignments.
		<p>Exclusion: This item does not include the following data output files, which must be scheduled on an agency-specific schedule:</p> <ul style="list-style-type: none"> <li>• files created specifically for public access purposes</li> <li>• summarized information from unscheduled electronic records or inaccessible permanent records</li> <li>• data extracts produced by a process that significantly changes the content of the file from the source records’ content, effectively creating a new data file</li> </ul>			
01/078.0.G.06	GENERAL OFFICE FILES	<p>G. INTERMEDIARY RECORDS</p> <p>6. Records that meet the following conditions:</p> <ul style="list-style-type: none"> <li>• They exist for the sole purpose of creating a subsequent record and</li> <li>• They are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making.</li> </ul> <p>This includes certain analog and electronic source records for electronic systems that are not otherwise excluded. For specific examples, see the content types field.</p> <p>Exclusion: Source records that have been digitized. Schedule 01/076.1.A, covers these records.</p> <p>Note: The GRS provides disposition authority for copies of electronic</p>	<p>Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.</p> <p>[GRS 5.2-020] DAA-GRS-2022-0009-0002</p>	<p>Note 1: An agency must submit a notification to NARA per 36 CFR 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.</p>	<p>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 Exclusion 2); 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 Exclusion 1 and Note 1); 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</p>



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>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.</p>			<p>the input 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.</p>
01/078.0.H	GENERAL OFFICE FILES	<p>H. EMAIL OF NON-CAPSTONE OFFICIALS            Email of all other officials, staff, and contractors not identified as Capstone officials in NRRS 01/022.0.B. This item applies to the majority of NASA email accounts/users. Applies to records created or received in an electronic format only.</p> <p>Note 1: 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.</p>	<p>Temporary. Delete when 7 years old.            [GRS 6.1-011] DAA-GRS-2014-0001-0002</p>		
01/079.0.A	MANAGEMENT IMPROVEMENT REPORTS	<p>A. OFFICE OF PRIMARY RESPONSIBILITY</p>	<p>Temporary. Destroy when 20 years old.            [DA: N1-255-94-1]            [DA: N1-255-09-1]</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Management improvement reports submitted to the Office of Management and Budget (i.e., A-76 Reports) and related analyses. This includes Government Performance and Results Act (GPRA) development and final records.			
01/079.0.B	MANAGEMENT IMPROVEMENT REPORTS	B. ALL OTHER OFFICES/COPIES  Management improvement reports submitted to the Office of Management and Budget (i.e., A-76 Reports) and related analyses. This includes Government Performance and Results Act (GPRA) development and final records.	Temporary. Destroy when 2 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/081	CENTRALIZED PRINTING AND DUPLICATING SERVICES - ADMINISTRATION	CENTRALIZED PRINTING AND DUPLICATING SERVICES - ADMINISTRATION. Includes: <ul style="list-style-type: none"> <li>• agreements and related background data and other records regarding printing the agency retains for administrative (not fiscal) use</li> <li>• records that document acquiring, installing, changing, removing, and servicing printing equipment</li> <li>• related correspondence</li> </ul>	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 (N 17-20)		
01/082	CENTRALIZED PRINTING AND DUPLICATING SERVICES - REQUISITIONS	Printing requisitions, work orders, samples, manuscript clearances, and related documents.	Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable. [GRS 5.5-020] DAA-GRS-2016-0012-0002		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/084.0.A	JOINT COMMITTEE ON PRINTING - REPORTS TO / AUTHORIZATIONS	A. Agency report to the Joint Committee on Printing and related ancillary records such as background and research records, submission packets and compilations, and related files.	Temporary. Destroy when 6 years after report submission or oversight entity notice of approval, as appropriate. [GRS 5.7-050 ] DAA-GRS-2020-0001-0003 (N 16-4)		
01/084.0.C	JOINT COMMITTEE ON PRINTING - REPORTS TO / AUTHORIZATIONS	C. 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] (N 16-5)		
01/085.0	LOCATOR RECORD FILES	Locator sheets, cards, tags, such as space control sheets, location sheets, location cards, bin tags, and other papers utilized as a check or inventory of stock location.	Temporary. Destroy when superseded or obsolete. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 17-25)		
01/086.0.A.01	GRAPHIC ARTS - VISUAL MEDIA	A. ORIGINAL ART WORK - NASA ART PROGRAM  1. Art work (non-record artifact) commissioned by NASA to depict/represent a particular event or concept of space and/or NASA missions.  Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities.	Temporary. Retain indefinitely within agency custody as part of the NASA art program operated by Code P at NASA HQ. [DA: N1-255-94-1]		
01/086.0.A.03	GRAPHIC ARTS - VISUAL MEDIA	A. ORIGINAL ART WORK - NASA ART PROGRAM	Temporary. Destroy when no longer needed by the		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>3. STENNIS SPACE CENTER ONLY (Graphics Office)</p> <p>Artwork developed and used in hearings, presentations, reviews, conferences, briefings, and presentations of information to the general public such as speeches, news releases, educational briefs, and exhibits. (Official file copies are maintained by another office at Stennis Space Center.)</p> <p>Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities.</p>	<p>installation or when reference value ceases.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>		
01/086.0.B.01	GRAPHIC ARTS - VISUAL MEDIA	<p>B. BOARD ART - COMPUTER GENERATED GRAPHICS</p> <p>1. Presentations to the Public Artwork used in Congressional Hearings; budget presentations; summary review conferences; technical briefings; and presentations to the public such as speeches, releases to news media, educational briefs, and exhibits.</p> <p>Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities</p>	<p>Temporary. Return original board art to the requesting office. Destroy when no longer needed.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1] (N 9-1a(1))</p>		
01/086.0.C.01	GRAPHIC ARTS - VISUAL MEDIA	<p>C. VIEWGRAPHS/TRANSPARENCY</p> <p>1. Master photographic negatives - such as those used in the production</p>	<p>Temporary. Destroy when 20 years old.</p> <p>[DA: N1-255-94-1]</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		of visual aids (slides, viewgraphs, and photographs) from original art. NASA HQ: OPR - CODE JOB-2 ONLY	[DA: N1-255-09-1] (N 9-1b)		
		Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities			
01/086.0.C.02	GRAPHIC ARTS - VISUAL MEDIA	C. VIEWGRAPHS/TRANSPARENCY 2. Slides and viewgraphs/transparencies used by program, staff, and project offices for presentations.	Temporary. Destroy when 2 years old. [GRS 6.4-050] DAA-GRS-2016-0005-0006 (N 9-1c)		
		Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities			
01/086.0.C.03	GRAPHIC ARTS - VISUAL MEDIA	C. VIEWGRAPHS/TRANSPARENCY 3. All other offices/copies.	Temporary. Destroy when no longer needed. [DA: N1-255-94-1] [DA: N1-255-09-1]		
		Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities			
01/086.0.C.04	GRAPHIC ARTS - VISUAL MEDIA	C. VIEWGRAPHS/TRANSPARENCY 4. STENNIS SPACE CENTER ONLY Records consist of master photographic negative/transparency files, graphic arts, and line art, including any material maintained in electronic/magnetic format. Collection includes black & white half	Temporary. Destroy or dispose of records when no longer needed by the agency or when reference value ceases. [DA: N1-255-94-1] [DA: N1-255-09-1]		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		tones, color photos, negatives and paper line art. This collection may include duplicate files that exist in other offices of the same presentation.			
		(Some work is generated by use of photo-typesetting equipment.)			
		Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities			
01/086.0.E.01	GRAPHIC ARTS - VISUAL MEDIA	E. VISUAL AIDS REQUISITION/REGISTER FILES 1. Requests and instructions for the preparation of the visual aids described under this Item 1/86B, whether in hard copy or electronic.	Temporary. Destroy when 2 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 9-2)		
		Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities			
01/086.0.E.02	GRAPHIC ARTS - VISUAL MEDIA	E. VISUAL AIDS REQUISITION/REGISTER FILES 2. Registers showing receipt of requisition and control number assigned to it.	Temporary. Destroy when 2 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 9-3)	Note: These records may be included in an automated "Action Tracking System."	
		Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities			

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/087.0.A	POSTAL RECORDS	<p>A. Records of general day-to-day communication service administration and specific transmission tracking. Includes:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• messenger and courier service logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records documenting messenger and courier service activity</li> <li>• reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper mail treatment</li> <li>• records that document requisitioning and receiving stamps and postage meter balances</li> <li>• 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</li> <li>• staff and office directories the agency uses to ensure correct mail and package delivery</li> <li>• mailing and contact lists a mailroom or similar office manages</li> </ul>	<p>Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable. Item superseded NRRS 01/092 AND 01/093. [GRS 5.5-020] DAA-GRS-2016-0012-0002</p>		
01/087.0.B	POSTAL RECORDS	<p>B. Post irregularities files, such as correspondence, reports, and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.</p>	<p>Temporary. Destroy 3 years after completion of investigation or when 3 years old, whichever is later. [GRS 5.6-050] DAA-GRS-2017-0006-0006</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/087.0.G	POSTAL RECORDS	G. 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 (N 10-24)		
01/088	MAILING AND DISTRIBUTION LISTS	Distribution lists used by an agency to deliver specific goods or services. Records include: <ul style="list-style-type: none"> <li>• contact information for customers or clients</li> <li>• subscription databases for distributing information such as publications and data sets produced by the agency</li> <li>• files and databases related to constituent and community outreach or relations</li> <li>• sign-up, request, and opt-out forms</li> </ul>	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
01/091.0	DIRECTORY LISTINGS - BUILDING / TELEPHONE	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 (N 1-32)		
01/094.0.A	INVENTORY REQUISITION FILES - STOCK / SUPPLY	A. STOCKROOM COPY  Requisitions for supplies and equipment for/from current inventory	Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate. [GRS 5.4-010] DAA-GRS-2016-0011-0001 (N 17-22)		
01/094.0.B	INVENTORY REQUISITION FILES - STOCK / SUPPLY	B. COMPLETED REQUISITIONS FOR SERVICE, SUPPLIES, AND EQUIPMENT, AND TRAVEL DOCUMENTS	Temporary. Destroy 1 year after action is completed. [DA: N1-255-94-1]		



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		(Official file copies are maintained by the office rendering service.)  Requisitions for supplies and equipment for/from current inventory			
01/094.0.C	INVENTORY REQUISITION FILES - STOCK / SUPPLY	C. ALL OTHER OFFICES/COPIES  Requisitions for supplies and equipment for/from current inventory	Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate. [GRS 5.4-010] DAA-GRS-2016-0011-0001		
01/095.0	TELEPHONE SERVICE RECORDS	Requests from operating units for installation, alterations, relocation, or removal of telephone facilities, excluding fiscal copy. General files including plans, reports, and other records pertaining to equipment requests, telephone service and like matters.	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 (N 8-2, N 10-16)		
01/096.0.C	PROTECTIVE SERVICES PROGRAM FILES	C. PROTECTIVE SERVICES ADMINISTRATIVE RECORDS Records about routine facility security, protective services, and personnel security program administration. Includes: <ul style="list-style-type: none"> <li>• administrative correspondence</li> <li>• reports, including status reports on cleared individuals</li> <li>• staffing level and work planning assessments, such as guard assignment records</li> <li>• administrative subject files</li> </ul>	Temporary. Destroy when 3 years old. [GRS 5.6-010] DAA-GRS-2021-0001-0001		
01/096.0.D	PROTECTIVE SERVICES PROGRAM FILES	D. INTERAGENCY SECURITY COMMITTEE MEMBER RECORDS	Temporary. Destroy when 10 years old. [GRS 5.6-070] DAA-GRS-2017-0006-0009	Exclusion: Records documenting the committee's establishment,	agendas; best practice and standards documents; funding documents for security countermeasures; meeting minutes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Records are agency copies of committee records documenting the administration, operation, and decisions of the committee.		organization, policy, membership, meetings, findings, recommendations, and accomplishments maintained by the Department of Homeland Security (DHS). DHS covers these records under an agency-specific schedule.	
01/097.5.A	PROTECTIVE SERVICE CRIMINAL MATTER RECORDS	<p data-bbox="520 565 940 1174">A. 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.</p> <p data-bbox="520 1214 940 1464">Records in any format and media resulting from criminal 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.</p>	Temporary. Cutoff file after case closes. Destroy 45 years after cutoff. [DA: N1-255-07-2]		SORN - NASA 10SECR

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/097.5.B	PROTECTIVE SERVICE CRIMINAL MATTER RECORDS	Excludes investigation records of the Inspector General which are covered under Schedule 9.  B. SERIOUS INCIDENT CASE FILES Case files for criminal investigation of incidents not meeting the criteria for Item A 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 in any format and media resulting from criminal 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. Excludes investigation records of the Inspector General which are covered under Schedule 9.	Temporary. Cutoff file after case closes. Destroy 25 years after cutoff. [DA: N1-255-07-2]		SORN - NASA 10SECR
01/097.5.C	PROTECTIVE SERVICE CRIMINAL MATTER RECORDS	C. Routine Accident and Incident Records 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:	Temporary. Destroy 3 years after final investigation or reporting action or when 3 years old, whichever is later. [GRS 5.6-100] DAA-GRS-2021-0001-0004		SORN - NASA 10SECR

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> <li>• statements of witnesses</li> <li>• warning notices</li> <li>• records about arrests, commitments, and traffic violations</li> <li>• accident and incident reports</li> <li>• law enforcement agency requests for information</li> </ul> <p>EXCLUDES: Critical and serious accident and incidents as described in Items 1/97.5.A &amp; B.</p>			
01/099.0.A	KEY ACCOUNTABILITY RECORDS	A. Areas Requiring Highest Security Awareness Records accounting for keys. Includes areas designated by the Interagency Security Committee as Facility Security Level V.	Temporary. Destroy 3 years after return of key. [GRS 5.6-020] DAA-GRS-2017-0006-0002 (N 12-14)		
01/099.0.B	KEY ACCOUNTABILITY RECORDS	B. All Other Security Areas Records accounting for keys. Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.	Temporary. Destroy 6 months after return of key. [GRS 5.6-021] DAA-GRS-2017-0006-0003 (N 12-14)		
01/100.0.B	SECURITY OPERATIONS	B. RECORDS OF ROUTINE SECURITY OPERATIONS 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: <ul style="list-style-type: none"> <li>• control center key or code records</li> <li>• registers of patrol and alarm services</li> <li>• service reports on interruptions and tests</li> <li>• emergency alarm contact call lists</li> <li>• temporary identification cards</li> </ul>	Temporary. Destroy when 30 days old. [GRS 5.6-090] DAA-GRS-2021-0001-0003 (N 12-10, N 12-17)		SORN - NASA 10SECR

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> <li>• correspondence or lists of facility occupants authorized to enter with a prohibited or controlled item on an identified date</li> <li>• round and perimeter check reports, including facility patrol tour data</li> <li>• surveillance records</li> <li>* recordings of protective mobile radio transmissions</li> <li>* video surveillance recordings</li> <li>* closed circuit television (CCTV) records</li> <li>• door slip summaries</li> </ul>			
01/100.5	CANINE (K-9) SERVICE RECORDS	Records documenting acquisition, training, activities, care, and retirement of canine partners.	Temporary. Destroy when superseded or obsolete, or 3 years after dog is released from service, whichever is sooner. [GRS 5.6-160] DAA-GRS-2017-0006-0021		Acquisition records; Breeder and lineage records; Deficiencies/remedies; End-of-service documentation (through retirement or death); Initial report of positive detections and bite incidents; Microchip number and identification records; Training courses taken and resulting grades and certifications; Vaccination and medical history records
01/101.0	CLASSIFIED DOCUMENTS ADMINISTRATIVE RECORDS	Classified Documents Administrative Records. Records on managing information access and protection activities. Records include: <ul style="list-style-type: none"> <li>• correspondence related to routine administration of document security classification</li> <li>• associated subject files</li> <li>• feeder and statistical reports</li> </ul>	Temporary. Destroy when 3 years old. [GRS 4.2-001] DAA-GRS-2019-0001-0001 (N 1-9k)	Note: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibility for security and protective services programs.	
01/101.5.A	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	A. CUI PROGRAM IMPLEMENTATION RECORDS Records of overall program management. Includes: <ul style="list-style-type: none"> <li>• records documenting the process of planning agency policy and procedure</li> <li>• agency submissions to the CUI Executive</li> </ul>	Temporary. Destroy when 7 years old. [GRS 4.2-190] DAA-GRS-2019-0001-0005		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/101.5.B	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	<p>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</p> <p>B. CUI INFORMATION SHARING AGREEMENTS            Agreements in which agencies agree to share CUI with non-executive branch entities (e.g., state and local police) and foreign entities that agree to protect the CUI.</p>	<p>Temporary. Destroy 7 years after canceled or superseded.            [GRS 4.2-191] DAA-GRS-2019-0001-0006</p>	<p>Exclusion: Contracts involving CUI and contractor access to CUI; NRRS 5.1.A.</p>	
01/101.5.C	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	<p>C. RECORDS OF WAIVERS OF CUI REQUIREMENTS            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.</p>	<p>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</p>		
01/101.5.D.1	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	<p>D. RECORDS OF REQUESTS FOR DECONTROL AND CHALLENGES TO CUI DESIGNATIONS            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.</p>	<p>Follow the disposition instructions approved for the records at issue.            [GRS 4.2-193]</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		1. Records filed with the record-keeping copy of the CUI-marked records.			
01/101.5.D.2	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	D. RECORDS OF REQUESTS FOR DECONTROL AND CHALLENGES TO CUI DESIGNATIONS 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. 2. Records filed separately from the record-keeping copy of the CUI-marked records.	Temporary. Destroy 6 years after change in CUI status. [GRS 4.2-194] DAA-GRS-2019-0001-0008		
01/101.5.E	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	E. RECORDS OF CUI MISUSE. 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.	
01/102.0.A	CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENTS	A. Records maintained in the individuals' official personnel folder.  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.  Legal Citations: ICD 703, Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii).	Apply the disposition for the official personnel folder. [GRS 4.2-120]		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/102.0.B	CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENTS	<p>B. Maintained separately from the individual's personnel folder.</p> <p>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.</p> <p>Legal Citations: ICD 703, Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii).</p>	<p>Temporary. Destroy when 50 years old.</p> <p>[GRS 4.2-121] DAA-GRS-2015-0002-0003</p>		
01/103.0.A.01	PERSONNEL SECURITY CLEARANCE FILES	<p>A. 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.</p> <p>1. Records of people NOT issued clearances.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• questionnaires</li> <li>• summaries of reports prepared by the investigating agency</li> <li>• documentation of agency adjudication process and final determination</li> </ul> <p>Personnel security clearance case files and related indexes maintained by the personnel security office.</p>	<p>Temporary. Destroy 1 year after consideration of the candidate ends.</p> <p>[GRS 5.6-180] DAA-GRS-2021-0001-0007</p>		SORN - NASA 10SECR
01/103.0.A.02	PERSONNEL SECURITY CLEARANCE FILES	<p>A. Records about security clearances, and other clearances for access to Government facilities or to controlled unclassified information, created to</p>	<p>Temporary. Destroy 5 years after employee or contractor relationship ends.</p>		SORN - NASA 10SECR



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program.</p> <p>2. Records of people issued clearances. Includes:</p> <ul style="list-style-type: none"> <li>• questionnaires</li> <li>• summaries of reports prepared by the investigating agency</li> <li>• documentation of agency adjudication process and final determination</li> </ul> <p>Personnel security clearance case files and related indexes maintained by the personnel security office.</p>	[GRS 5.6-181] DAA-GRS-2021-0001-0008		
01/103.0.B.01	PERSONNEL SECURITY CLEARANCE FILES	<p>B. 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.</p> <p>1. Personnel suitability and eligibility investigative reports.</p> <p>Personnel security clearance case files and related indexes maintained by the personnel security office.</p>	<p>Temporary. Destroy in accordance with the investigating agency instruction.</p> <p>[GRS 5.6-170] DAA-GRS-2017-0006-0022</p>		SORN - NASA 10SECR
01/103.0.B.02	PERSONNEL SECURITY CLEARANCE FILES	<p>B. 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.</p> <p>2. Reports and records created by agencies conducting investigations under delegated investigative authority.</p>	<p>Temporary. Destroy in accordance with delegated authority agreement or memorandum of understanding.</p> <p>[GRS 5.6-171] DAA-GRS-2017-0006-0023</p>		SORN - NASA 10SECR

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/103.0.C	PERSONNEL SECURITY CLEARANCE FILES	<p>Personnel security clearance case files and related indexes maintained by the personnel security office.</p> <p>C. Index to the Personnel Security Case Files. Includes lists and reports showing the current security clearance status of individuals.</p>	<p>Temporary. Destroy when superseded or obsolete. [GRS 5.6-190] DAA-GRS-2017-0006-0026</p>		SORN - NASA 10SECR
01/105.0.A	IDENTIFICATION CREDENTIALS FILES	<p>Personnel security clearance case files and related indexes maintained by the personnel security office.</p> <p>A. 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.</p> <p>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.</p>	<p>Temporary. Destroy 6 years after the end of an employee or contractor's tenure. [GRS 5.6-120] DAA-GRS-2021-0001-0005 (N 12-24a, N 8-4)</p>		<p>application of ID card; log of activities that documents who took 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.</p>

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/105.0.B	IDENTIFICATION CREDENTIALS FILES	<p>B. Identification Cards</p> <p>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.</p>	<p>Temporary. Destroy immediately upon expiration, confiscation, or return.</p> <p>[GRS 5.6-121] DAA-GRS-2017-0006-0017 (N 12-24b, N 8-4b)</p>		
01/105.1	TEMPORARY AND LOCAL FACILITY IDENTIFICATION AND CARD ACCESS RECORDS	<p>Temporary employee, contractor, and occasional visitor facility and network identification access card and identity management system records.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• temporary identification cards issued to temporary employees, contractors, and occasional visitors who do not meet the FIPS 201 Standard requirements for PIV issuance</li> <li>• supplemental cards issued to access elevators</li> <li>• personnel identification records stored in an identity management system for temporary card issuance</li> <li>• parking permits</li> </ul>	<p>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.</p> <p>[GRS 5.6-130] DAA-GRS-2021-0001-0006</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/105.3.A	UNCLAIMED PERSONAL PROPERTY RECORDS	A. Records for property valued 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.	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		Loss statements; Lost-and-found logs and release forms; Receipts; reports
01/105.3.B	UNCLAIMED PERSONAL PROPERTY RECORDS	B. Records for property valued at \$500 or less.  Records accounting for non-Government, personally owned property lost, abandoned, unclaimed, or believed stolen on premises owned or leased by the Federal Government.	Temporary. Destroy 30 days after the property is found. [GRS 5.6-061] DAA-GRS-2017-0006-0008		Loss statements; Lost-and-found logs and release forms; Receipts; reports
01/106.0.A	FIREARMS - ACCOUNTABILITY / QUALIFICATION	A. 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] (N 12-10)		
01/106.0.B	FIREARMS - ACCOUNTABILITY / QUALIFICATION	B. Certificate to carry firearms.	Temporary. Destroy 1 year after termination of certificate. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 12-11)		
01/106.0.C	FIREARMS - ACCOUNTABILITY and QUALIFICATION	C. 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] (N 12-12)		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/106.0.D	UNIFORM AND EQUIPMENT TRACKING RECORDS	D. Records tracking uniforms and equipment issued to security personnel, including: <ul style="list-style-type: none"> <li>• firearms (type, serial number, manufacturer, caliber, firearm registration date, storage location data, etc.)</li> <li>• communication devices issued to security personnel such as mobile radios and walkie-talkies</li> <li>• body armor such as bullet-proof vests</li> <li>• police baton and holder</li> <li>• handcuffs and keys</li> </ul>	Temporary. Destroy 3 months after return of equipment. [GRS 5.6-030] DAA-GRS-2021-0001-0002		
01/108.0	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.  Exclusion 1: Documents placed in Official Personnel Folders. GRS 2.2, Employee Management Records covers these records.  Exclusion 2: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.	Temporary. Destroy 5 years after close of case or final action, whichever occurs sooner. [GRS 5.6-200] DAA-GRS-2017-0006-0027 (N 12-22, N 12-21)		
01/108.2.A	INSIDER THREAT	A. Insider threat administrative and operations records.  Records about insider threat program and program activities.	Temporary. Destroy when 7 years old. [GRS 5.6-210] DAA-GRS-2017-0006-0028	NRRS 3.33, Employee Training Records, covers records on mandatory employee training about insider threats.	Briefing materials and presentations; Correspondence related to data gathering; Implementation guidance; Periodic inventory of all information, files, and systems; Plans or directives and supporting documentation, such as: independent and self-assessments, corrective action plans,

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
					evaluative reports; Procedures, operational manuals, and related development records; Status reports
01/108.2.B	INSIDER THREAT	<p>B. Insider threat inquiry records.</p> <p>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.</p>	<p>Temporary. Destroy 25 years after close of inquiry.</p> <p>[GRS 5.6-220] DAA-GRS-2017-0006-0029</p>	<p>Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.</p>	
01/108.2.C	INSIDER THREAT	<p>C. Insider threat information</p> <p>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, Information assurance information, Human resources information, Investigatory and law enforcement information, Public information</p>	<p>Temporary. Destroy when 25 years old.</p> <p>[GRS 5.6-230] DAA-GRS-2017-0006-0030</p>	<p>Exclusion: Case files of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.</p>	<p>Agency, bureau, or department data; Court records; Disciplinary files; Enterprise audit data which is user attributable; Facility access records, including visitor records; Financial disclosure filings; Foreign contact reports; Generic open source and social media data; Intelligence records; Levels of network access; Levels of physical access; Medical records/data; Outside work and activities requests; Payroll and voucher files; Personal biographical and identification data, including U.S. Government name check data; Personal contact records; Personnel files; Personnel security files; Personnel usernames and aliases; Polygraph examination reports; Print logs; Private industry data; Referral records; Security violation files; Statements of complainants, informants, suspects, and witnesses; Travel records; Unauthorized use of removable media</p>
01/108.2.D	INSIDER THREAT	<p>D. Insider threat user activity monitoring (UAM) data</p> <p>User attributable data collected to monitor user activities on a network to enable insider threat programs and activities to: identify and evaluate</p>	<p>Temporary. Destroy when 10 years old or if inquiry, 25 years after inquiry close.</p> <p>[Retention meets NASA business need per SMEs.]</p>	<p>Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		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	[GRS 5.6-240] DAA-GRS-2017-0006-0031	Inspector General schedules.  Legal authority: CNSSD No. 504, 4 February 2014	
01/109.0.B	CONTAINER FILES	B. RETURNABLE Documents reflecting the receipt, transfer, and return to vendor of receiving reports, reports of survey, shipping documents, reports, or similar documents.	Temporary. Destroy 3 years after return of container or purchase of container, whichever is applicable. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 17-23)		
01/111.0.A	ACCOUNTABILITY AND CONTROL	A. 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.	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		agent and researcher files; forms accompanying documents to ensure continuing control, showing names of people handling the documents, intra-office routing, and comparable data; forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request; inventories of controlled records
01/111.0.B.01	ACCOUNTABILITY AND CONTROL	B. CLASSIFIED DOCUMENTS 1. INFORMATION ACCESS AND PROTECTION TRACKING AND CONTROL RECORDS	Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed, or when authorization expires;		records documenting receipt, internal routing, dispatch, and destruction of unclassified records; requests and authorizations for individuals to have access to classified files; tracking databases and other records used to manage overall program

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			whichever is appropriate. [GRS 4.2-030] DAA-GRS-2019-0001-0002 (N 12-3)		
01/111.0.B.02	ACCOUNTABILITY AND CONTROL	B. CLASSIFIED DOCUMENTS 2. ACCESS CONTROL RECORDS	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		comparable data used to control access into classified document containers; names or other personal identifiers of individuals who know combinations; safe and padlock combinations
01/111.0.B.03	ACCOUNTABILITY AND CONTROL	B. CLASSIFIED DOCUMENTS 3. 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.	
01/112.0.A	SECURITY CLASSIFICATION SYSTEMS	A. 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	Temporary. Destroy/delete after conducting next review or when subject records are transferred to NARA. [GRS 4.2-100] DAA-GRS-2020-0002-0001		



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		records documenting declassification decision.			
01/112.0.B	SECURITY CLASSIFICATION SYSTEMS	B. FUNDAMENTAL CLASSIFICATION GUIDANCE REVIEW FILES 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	Note: This item does not cover reports and correspondence received at the Information Security Oversight Office (ISOO).	
01/113.0	INDUSTRIAL SECURITY FILES	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]		
01/114.0.A.01	VISITOR PROCESSING RECORDS	A. VISITORS  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. 1. Areas requiring highest level security awareness.	Temporary. Destroy when 5 years old. [GRS 5.6-110] DAA-GRS-2017-0006-0014 (N 12-15)		SORN - NASA 10SECR
01/114.0.A.02	VISITOR PROCESSING RECORDS	A. VISITORS  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. 2. All other facility security areas.	Temporary. Destroy when 2 years old. [GRS 5.6-111] DAA-GRS-2017-0006-0015		SORN - NASA 10SECR
01/116.0.A.1.	FACILITY SECURITY	A. SENSITIVE COMPARTMENTED INFORMATION (SCIF)	Temporary. Destroy when superseded by subsequent SCIF accreditation.		Construction Security Plan (CSP); Initial Fixed Facility Checklist; Pre-accreditation inspection report; TEMPEST Checklist

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		1. Sensitive Compartmented Information Facility (SCIF) accreditation records Physical security plans for SCIF construction, expansion, or modification.	[Retention meets NASA business need per SMEs] [GRS 5.6-140] DAA-GRS-2017-0006-0019		
01/116.0.A.2	FACILITY SECURITY	A. SENSITIVE COMPARTMENTED INFORMATION (SCIF) 2. Sensitive Compartmented Information Facility (SCIF) inspection records. Inspection records required by Intelligence Community Directive (ICD) 705.	Temporary. Destroy when superseded. [Retention meets NASA business need per SMEs] [GRS 5.6-150] DAA-GRS-2017-0006-0020		Accreditation authorization documents; Co-utilization approvals; Copies of any waivers granted by the Cognizant Security Authority (CSA); Emergency Action Plans; Fixed Facility Checklist; Inspection reports, including Technical Surveillance Counter Measures (TSCM) reports, for the entire period of SCIF accreditation; Memoranda of agreements (MOAs); Operating procedures; Special Security Officer/Contractor Special Security Officer (SSO/CSSO) appointment letters
01/116.0.B.1	FACILITY SECURITY ASSESSMENT RECORDS	B. FACILITY SECURITY ASSESSMENT RECORDS 1. Areas requiring highest level security awareness. Includes areas designated by the Interagency Security Committee as Facility Security Level V.  Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies.	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		facility notes; inspector notes and reports; vulnerability assessments
01/116.0.B.2	FACILITY SECURITY ASSESSMENT RECORDS	B. FACILITY SECURITY ASSESSMENT RECORDS 2. All other facility security areas  Reports of surveys and inspections of facilities assigned security cognizance by Government agencies, and related documents.	Temporary. Destroy 3 years after updating the security assessment or terminating the security awareness status, whichever is sooner.		facility notes; inspector notes and reports; vulnerability assessments

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies.	[GRS 5.6-081] DAA-GRS-2017-0006-0011		
01/117.0.A	SAFETY FILES - PROPERTY	A. INSPECTING OFFICE  Safety inspection and maintenance records for all NASA real and personal property.	Temporary. Destroy 5 years after disposal. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-6)	Note: Payload Safety Data Files/Records are maintained under AFS 8680 See Schedule 8 for records created in this series.	
01/117.0.B	SAFETY FILES - PROPERTY	B. ALL OTHER OFFICES/COPIES  Safety inspection and maintenance records for all NASA real and personal property.	Temporary. Destroy when 4 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/117.5	SAFETY ACTIVITIES 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]		
01/118.0	GROUND-BASED PRESSURE SYSTEMS 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	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	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		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.		Officer at Headquarters.	
01/119.0.A	FIRE, EXPLOSION, AND ACCIDENT INVESTIGATIVE FILES	<p>A. PRECEDENT OR UNUSUAL CASES</p> <p>Cases selected by pertinent NASA Officials, i.e., Chief, NASA Security Office, Associate Administrator, Office of Safety and Mission Assurance, and all type A and B mishaps.</p> <p>Case files, investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.</p>	Permanent. Transfer to the National Archives when 30 years old. [DA: N1-255-94-1] (N 12-8)		
01/119.0.B	FIRE, EXPLOSION, AND ACCIDENT INVESTIGATIVE FILES	<p>B. ROUTINE CASES</p> <p>Case files, investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without</p>	Temporary. Destroy 3 years after final investigation or reporting action or when 3 years old, whichever is later. [GRS 5.6-100] DAA-GRS-2021-0001-0004		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		referral to other organizational elements.			
01/119.5.A	SAFETY CONCERNS AND SUGGESTIONS REPORTING	A. OFFICE OF PRIMARY RESPONSIBILITY  Records and reports, regardless of format, 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.	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.B	SAFETY CONCERNS AND SUGGESTIONS REPORTING	B. ALL OTHER OFFICES AND COPIES  Records and reports, regardless of format, 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.	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]		
01/120.0.A.01	SAFETY REPORTS / RECORDS	A. NASA SAFETY REPORTS - ANNUAL Statistical reports, surveys on loss and injuries compiled by Headquarters from reports described in B of this item. (This is typically an annual report that can, but is not limited to, include hardware loss, and more information/data than DoL report requires.)  1. Headquarters.	Temporary. Destroy when 15 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-4)		
01/120.0.A.02	SAFETY REPORTS / RECORDS	A. NASA SAFETY REPORTS - ANNUAL	Temporary. Destroy when 10 years old.		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Statistical reports, surveys on loss and injuries compiled by Headquarters from reports described in B of this item. (This is typically an annual report that can, but is not limited to, include hardware loss, and more information/data than DoL report requires.)	[DA: N1-255-94-1] [DA: N1-255-09-1]		
		2. Centers (feeder reports to HQ).			
01/120.0.B.01	SAFETY REPORTS / RECORDS	B. SAFETY PROGRAM REPORTS Statistical reports from Centers regarding injuries and accidents, such as NASA Forms 344 and 345.  1. Headquarters.	Temporary. Destroy when 15 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-3)	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 REPORTS / RECORDS	B. SAFETY PROGRAM REPORTS Statistical reports from Centers regarding injuries and accidents, such as NASA Forms 344 and 345.  2. 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.C	SAFETY REPORTS / RECORDS	C. INDIVIDUAL ACCIDENT REPORTS  Forms, reports, correspondence, and related medical and investigatory relating to on-the-job injuries whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor (DoL).	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 (N 21-5)		
01/120.0.D	SAFETY REPORTS / RECORDS	D. PROTECTIVE AND PREVENTIVE MEASURES REPORTS	See Schedule Item 01/116. [DA: N1-255-09-1] (N 21-7)		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/120.0.E	SAFETY REPORTS / RECORDS	<p>E. SAFETY AND RELIABILITY REPORTS</p> <p>Files consist of Safety &amp; 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 &amp; Effects-Analyses; Critical Items Lists; Design Review Reports; and, Criticality Assessments.</p>	<p>Temporary. Cutoff when the risk/ safety assessment/analysis is complete/inactive. Destroy when 15 years old.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>		
01/121.0.A	ACCIDENT/MISHAP INCIDENT CASE FILES	<p>A. HEADQUARTERS Recordkeeping copy (paper).</p> <p>Correspondence, reports, and all related papers concerning potential or actual individual accidents or incidents occurring at ground centers. Cutoff date is date case closed.</p>	<p>Temporary. Destroy when 20 years old.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-2)</p>		
01/121.0.B	ACCIDENT/MISHAP INCIDENT CASE FILES	<p>B. CENTERS, ALL OTHER OFFICES/COPIES Recordkeeping copy (paper)</p> <p>Correspondence, reports, and all related papers concerning potential or actual individual accidents or incidents occurring at ground centers. Cutoff date is date case closed.</p>	<p>Temporary. Destroy when 20 years old.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>		
01/121.0.C	ACCIDENT/MISHAP INCIDENT CASE FILES	<p>C. INDIVIDUAL ACCIDENT REPORTS</p> <p>Correspondence, reports, and all related papers concerning potential or actual individual accidents or incidents</p>	<p>See Schedule Item 01/120.0.C.</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		occurring at ground centers. Cutoff date is date case closed.			
01/122.0	MISHAP INVESTIGATION BOARD FILES	Files contain, in addition to others listed, photographs, witness interviews and all other materials concerning the investigation.	Permanent. Transfer to the National Archives when 20 years old. [DA: N1-255-94-1, 14]		
01/123.0	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] (N 21-8)		
01/124.0	HEALTH PHYSICS AND PROCESS CONTROL DATA LOGS	Records of Health Physics Daily Logs, Water Activity Analysis Logs, Geiger-Mueller Analysis Logs, Air Sample Analysis Logs, Daily Routine Health Physics Logs, Background and Efficiency Logs, Portable Survey Instrument Calibration Logs, and Source Movement, Inventory and Leak Test Logs.	Temporary. Destroy when 10 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-9)		
01/125.0.A	SAFETY STANDARDS FILES	A. OFFICE DEVELOPING THE STANDARDS  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	Temporary. Destroy when 10 years old or when superseded or obsolete, whichever is sooner. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-1)		



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		files include recommendations, coordination actions, studies, and other actions taken to establish standards.			
01/125.0.B	SAFETY STANDARDS FILES	<p>B. ALL OTHER OFFICES/COPIES</p> <p>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.</p>	<p>Temporary. Destroy 2 years after superseded or obsolete, whichever is sooner.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>		
01/126.0.A	HEALTH AND OCCUPATIONAL MEDICINE RECORDS	<p>A. NASA HEALTH INFORMATION MANAGEMENT SYSTEM - NASA 10 HIMS</p> <p>NASA Civil Service employees and applicants; other agency civil service and military employees working at NASA; visitors to centers; onsite contractor personnel who receive job related examinations, have mishaps or accidents, or come to the clinic for emergency or first aid treatment.</p>	<p>See individual items listed separately by Record Series/Category.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>	<p>Note: Occupational Safety and Health Administration (OSHA) records are maintained under AFS 8720. See Schedule 8 for records created in this series.</p>	SORN - NASA 10HIMS
01/126.0.B	HEALTH AND OCCUPATIONAL MEDICINE RECORDS	<p>B. SPACE FLIGHT PERSONNEL AND THEIR FAMILIES</p>	<p>Permanent. See Schedule 8.</p>	<p>Note: Occupational Safety and Health Administration (OSHA) records are maintained under AFS 8720. See</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
				Schedule 8 for records created in this series.	
01/126.0.C.01	HEALTH AND OCCUPATIONAL MEDICINE RECORDS	<p>C. OCCUPATIONAL INJURY AND ILLNESS PROGRAM RECORDS Records documenting the planning, management, reporting, and routine operations undertaken by occupational health and safety organizations. Includes:</p> <ul style="list-style-type: none"> <li>• miscellaneous reports, annual summaries or reports to the Secretary of Labor</li> <li>• correspondence with internal agency offices</li> </ul>	Temporary. Destroy when 6 years old. [GRS 2.7-020] DAA-GRS-2017-0010-0002	Note: Occupational Safety and Health Administration (OSHA) records are maintained under AFS 8720. See Schedule 8 for records created in this series.	
01/127.0.A.01	EMPLOYEE HEALTH RECORDS	<p>A. Occupational individual medical case files</p> <p>1. 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.</p> <p>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.</p> <p>Exclusion: Records of claims filed under the Federal Employees Compensation Act (FECA) are covered under GRS 2.4, items 100 and 101.</p>	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	<p>SORN - NASA 10HIMS</p> <p>Exclusion: Individual non-occupational medical records are covered by item 01/127.0.B.01.</p> <p>Note 1: 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)</p>	SORN - NASA 10HIMS

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/127.0.A.02	EMPLOYEE HEALTH RECORDS	<p>A. Occupational individual medical case files</p> <p>2. 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.</p> <p>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.</p>	<p>Temporary. Destroy 1 year after employee separation or transfer. [GRS 2.7-061] DAA-GRS-2017-0010-0010</p>	<p>Note 2: For transferred employees subject to OPM's requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions.</p> <p>Note 3: For separated employees subject to OPM's requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions.</p>	SORN - NASA 10HIMS
01/127.0.A.03	EMPLOYEE HEALTH RECORDS	<p>A. INDIVIDUAL HEALTH CASE FILES - EMPLOYEE MEDICAL FOLDER (EMF)</p> <p>3. Individual Employee Health Case Files created prior to establishment of</p>	<p>Temporary. Destroy 60 years after retirement to NARA</p>		SORN - NASA 10HIMS

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		the EMF system that has been retired to an FRC.	Records Storage Facility. [GRS 2.7-062] DAA-GRS-2017-0010-0011		
01/127.0.B.01	EMPLOYEE HEALTH RECORDS	B. NON-OCCUPATIONAL HEALTH RECORDS  1. 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 (N 11-2)		SORN - NASA 10HIMS
01/127.0.B.03	EMPLOYEE HEALTH RECORDS	B. NON-OCCUPATIONAL HEALTH RECORDS Individual non-occupational health records in this series include forms, correspondence, and other documents, including summary records, documenting an individual employee's medical history, physical condition and visits to Government health facilities, or clearance by Government medical staff, for non-work related purposes, EXCLUDING records covered by A. above.  3. 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.05	EMPLOYEE HEALTH RECORDS	B. NON-OCCUPATIONAL HEALTH RECORDS	Temporary. Destroy 3 years after the project/activity/ or		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>5. 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:</p> <ul style="list-style-type: none"> <li>● health risk appraisals</li> <li>● biometric testing</li> <li>● health coaching</li> <li>● disease management</li> <li>● behavioral management</li> <li>● preventive services</li> <li>● fitness programs</li> </ul>	<p>transaction is completed or superseded. [GRS 2.7-080] DAA-GRS-2017-0010-0013</p>		
01/127.0.B.06.A	EMPLOYEE HEALTH RECORDS	<p>B. NON-OCCUPATIONAL HEALTH RECORDS</p> <p>6. Vaccination attestations and proof of vaccination records. Records attesting to an individuals' current vaccination status and providing proof or certification of vaccination.</p> <p>A. Federal employees and contractors. Applies only to records related to federal employees and contractors of the agency collecting the records.</p> <p>Note: If agencies file these records in occupational health files, use the disposition authority for occupational health files instead.</p>	<p>Temporary. Destroy when 3 years old. [GRS 2.7-063] DAA-GRS-2021-0003-0001</p>		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/127.0.B.06.B	EMPLOYEE HEALTH RECORDS	<p>B. NON-OCCUPATIONAL HEALTH RECORDS</p> <p>6. Vaccination attestations and proof of vaccination records. Records attesting to an individuals' current vaccination status and providing proof or certification of vaccination.</p> <p>B. Visitors. Includes federal employees and contractors visiting from other agencies.</p>	Temporary. Destroy when 30 days old. [GRS 2.7-064] DAA-GRS-2021-0003-0002		
01/127.0.B.07.A	EMPLOYEE HEALTH RECORDS	<p>B. NON-OCCUPATIONAL HEALTH RECORDS</p> <p>7. Symptom screening and testing records. Records related to screening and testing intended to detect a possible communicable or infectious disease, if collected. Includes:</p> <ul style="list-style-type: none"> <li>● symptom check/screening data</li> <li>● testing records/results</li> </ul> <p>A. Federal Employees. Applies only to records related to federal employees of the agency collecting the records.</p>	Temporary. Destroy when 1 year old. [GRS 2.7-065] DAA-GRS-2021-0003-0003		
01/127.0.B.07.B	EMPLOYEE HEALTH RECORDS	<p>B. NON-OCCUPATIONAL HEALTH RECORDS</p> <p>7. Symptom screening and testing records. Records related to screening and testing intended to detect a possible communicable or infectious disease, if collected. Includes:</p> <ul style="list-style-type: none"> <li>● symptom check/screening data</li> </ul>	Temporary. Destroy when 30 days old. [GRS 2.7-066] DAA-GRS-2021-0003-0004		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> <li>● testing records/results</li> </ul> <p>B. Contractors and visitors. Includes federal employees that are visiting from another agency.</p>			
01/127.0.C.01	EMPLOYEE ASSISTANCE PROGRAM (EAP)	<p>C. EMPLOYEE ASSISTANCE PROGRAM (EAP) COUNSELING RECORDS.</p> <p>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.</p> <p>1. Records not related to performance or conduct. 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:</p> <ul style="list-style-type: none"> <li>● Privacy Act and signed written consent forms</li> <li>● psychosocial history and assessments</li> <li>● medical records</li> <li>● correspondence with the client</li> <li>● clinical and education interventions</li> <li>● records of attendance at treatment, kinds of treatment, and counseling programs</li> <li>● identity and contact information of treatment providers</li> <li>● name, address, and phone number of treatment facilities</li> </ul>	<p>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</p>		SORN - NASA 10HIMS

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/127.0.C.02	EMPLOYEE ASSISTANCE PROGRAM (EAP)	<ul style="list-style-type: none"> <li>● notes and documentation of internal EAP counselors</li> <li>● insurance data</li> <li>● intervention outcomes</li> </ul> <p>C. EMPLOYEE ASSISTANCE PROGRAM (EAP) COUNSELING RECORDS</p> <p>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.</p> <p>2. Records related to employee performance or conduct. Records of counseling services provided through the EAP for performance or conduct reasons. Records include documentation of:</p> <ul style="list-style-type: none"> <li>● leave and attendance</li> <li>● performance</li> <li>● alleged inappropriate behavior or workplace violence</li> <li>● reason for referral</li> <li>● management interventions</li> <li>● illegal drug or alcohol use</li> <li>* test results for use of illegal drugs</li> <li>* test results for alcohol consumption on the job</li> <li>* substance abuse assessment, treatment, aftercare, and monitoring records</li> </ul> <p>Note: GRS 2.3, Employee Relations Records, covers adverse action files under item 061 and performance-based action files under item 062.</p>	<p>Temporary. Destroy once employee has met condition(s) specified by agreement or adverse action or performance-based action case file has been initiated.</p> <p>[GRS 2.7-090] DAA-GRS-2017-0010-0014</p>		SORN - NASA 10HIMS
01/127.7.0.A	MEDICAL QUALITY	A. Medical incident investigations	Temporary. Retained by Chief Health and		SORN - NASA 10HIMS



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
	ASSURANCE RECORDS	Records of medical incidents and subsequent investigations occurring in the NASA healthcare system	Medical Officer. Destroy 20 years after date of incident. [DA: N1-255-10-6]		
01/127.7.B.01.A	MEDICAL QUALITY ASSURANCE RECORDS	<p>B. Health Care Provider Credentialing and Privileging Records</p> <p>Records may include individual's name, address, date of birth, social security number, name of medical or professional school attended and year of graduation. Records may also contain information involving the individual's license, registration or certification by a State licensing board and/or national certifying body, citizenship, honor and awards, professional performance, experience, judgment, education qualifications, Drug Enforcement Administration certification, evaluation of clinical and/or technical skills, and involvement in any administrative, professional or judicial proceedings.</p> <p>1. Credentialing records</p> <p>(a) Professional credentials of licensed and unlicensed healthcare providers employed by NASA health facilities.</p>	Temporary. Retain onsite at Center of Service. Destroy 15 years after employee separation. [DA: N1-255-10-6]		SORN - NASA 10HIMS
01/127.7.B.01.B	MEDICAL QUALITY ASSURANCE RECORDS	<p>B. Health Care Provider Credentialing and Privileging Records</p> <p>Records may include individual's name, address, date of birth, social security number, name of medical or professional school attended and year of graduation. Records may also contain information involving the individual's license, registration or certification by a State licensing board</p>	Temporary. Destroy when no longer needed for applicant selection purposes. [DA: N1-255-10-6]		SORN - NASA 10HIMS

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/127.7.B.02	MEDICAL QUALITY ASSURANCE RECORDS	<p>and/or national certifying body, citizenship, honor and awards, professional performance, experience, judgment, education qualifications, Drug Enforcement Administration certification, evaluation of clinical and/or technical skills, and involvement in any administrative, professional or judicial proceedings.</p> <p>1. Credentialing records</p> <p>(b) Professional credentials of licensed and unlicensed healthcare professionals who are unsuccessful applicants to NASA health facilities.</p> <p>B. Health Care Provider Credentialing and Privileging Records Records may include individual's name, address, date of birth, social security number, name of medical or professional school attended and year of graduation. Records may also contain information involving the individual's license, registration or certification by a State licensing board and/or national certifying body, citizenship, honor and awards, professional performance, experience, judgment, education qualifications, Drug Enforcement Administration certification, evaluation of clinical and/or technical skills, and involvement in any administrative, professional or judicial proceedings.</p> <p>2. Privileging actions (adverse actions, impaired provider, Fair Hearings) Records of employment actions taken regarding licensed and unlicensed</p>	Temporary. Retained by Chief Health and Medical Officer. Destroy 15 years after employee separation. [DA: N1-255-10-6]		SORN - NASA 10HIMS

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		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.  Records that contain "Personally Identifiable Information" must be managed per guidance of NASA and Federal privacy policies.			
01/128.0	CLINIC SCHEDULING RECORDS	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		
01/129.0	NARCOTICS AND SEDATIVE DRUG RECORDS	All records on the control and disposition of narcotic and sedative drugs, including completed NASA Forms 1387, describing dosages, shipments, inventories, and verifications.	Temporary. Destroy when 3 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 11-11)		
01/129.5.A.01	INDUSTRIAL HYGIENE RECORDS	A. SURVEY RECORDS All qualitative and quantitative records and supporting documentation of monitoring, sampling, or measuring of toxic or harmful chemical, physical, or biological agents in the workplace. This includes, but is not limited to, analytical methodologies, calculations and background data relevant to	Temporary. Cutoff upon employment termination. Destroy 75 years after cutoff. [DAA-0255-2011-0005]	129.5 Note 1 Examples of documents of data files that could be part of an official record: Case specific correspondence General and routine correspondence	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>interpretation of the results. 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.</p> <p>1. All employee-related beryllium exposure records and supporting documentation. See Notes 1, 2, and 4.</p>		<p>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</p>	
				<p>Note 2 Examples of employee exposures records:            Chemical exposure evaluation            Metals exposure evaluation            Incident or exposure evaluation            Complaint investigation            Ergonomic Investigation            Indoor air quality investigation</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/129.5.A.02	INDUSTRIAL HYGIENE RECORDS	<p>A. SURVEY RECORDS All qualitative and quantitative records and supporting documentation of monitoring, sampling, or measuring of toxic or harmful chemical, physical, or biological agents in the workplace. This includes, but is not limited to, analytical methodologies, calculations and background data relevant to interpretation of the results. 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.</p> <p>2. All other employee-related exposure records and supporting documentation. See Notes 1, 2, and 4.</p>	Temporary. Cutoff upon employment termination. Destroy 30 years after cutoff. [DAA-0255-2011-0004]	<p>Noise exposure evaluation Heat stress evaluation Asbestos abatement monitoring records All qualitative exposure assessments</p> <p>Note 4 Retention period under these items may be lengthened to comply with state or local statutes and regulations.</p>	<p>129.5 Note 1 Examples of documents of data files that could be part of an official record: 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</p>

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
				<p>Work sheets            Sampling plans and collection methodologies            Photos            Interviews            Final reports and/or forms</p>	
				<p>Note 2 Examples of employee exposures records:            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</p>	
				<p>Note 4 Retention period under these items may be lengthened to comply with state or local statutes and regulations.</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/129.5.A.03	INDUSTRIAL HYGIENE RECORDS	<p>A. SURVEY RECORDS</p> <p>All qualitative and quantitative records and supporting documentation of monitoring, sampling, or measuring of toxic or harmful chemical, physical, or biological agents in the workplace. This includes, but is not limited to, analytical methodologies, calculations and background data relevant to interpretation of the results. 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.</p> <p>3. All non-employee related beryllium records and supporting documentation. See Notes 1, 3, and 4.</p>	Temporary. Cutoff annually. Destroy 75 years after cutoff. [DAA-0255-2011-0003]	129.5 Note 1	<p>Examples of documents of data files that could be part of an official record:</p> <p>Case specific correspondence</p> <p>General and routine correspondence</p> <p>Field notes and observations</p> <p>Sampling forms and data</p> <p>Analytical methodologies notes</p> <p>Calculations, and mathematical methods used</p> <p>Training</p> <p>Background data and information and notes</p> <p>Records of Decision (ROD)</p> <p>Laboratory and all other reports</p> <p>Work sheets</p> <p>Sampling plans and collection methodologies</p> <p>Photos</p> <p>Interviews</p> <p>Final reports and/or forms</p> <p>Note 3 Examples of records not related to employees:</p> <p>Process or chemical reviews</p> <p>General workplace evaluations</p>

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
					<p>Local exhaust system evaluations            Personal Protective Equipment evaluations            Job/Safety Hazard Analyses            Final reports and/or forms            Design reviews            Training            Work authorizations and permits            Chemical inventories            Audits, inspections, and corrective action plans            Equipment calibrations</p>
					<p>Note 4 Retention period under these items may be lengthened to comply with state or local statutes and regulations.</p>
01/129.5.A.04	INDUSTRIAL HYGIENE RECORDS	<p>A. SURVEY RECORDS            All qualitative and quantitative records and supporting documentation of monitoring, sampling, or measuring of toxic or harmful chemical, physical, or biological agents in the workplace. This includes, but is not limited to, analytical methodologies, calculations and background data relevant to interpretation of the results. Other records created in compliance with the most protective federal, state and local industrial hygiene protection statutes and regulations. Executive Orders, and industry standards</p>	<p>Temporary. Cutoff annually. Destroy 30 years after cutoff. [DAA-0255-2011-0005]</p>	<p>129.5 Note 1            Examples of documents of data files that could be part of an official record:            Case specific correspondence            General and routine correspondence            Field notes and observations            Sampling forms and data            Analytical methodologies notes</p>	



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>including, but not limited to, the most current, OSHA, NIOSH, NASA NPRs, ACGIH, ANSI and ASHRAE standards.</p> <p>4. All other non-employee related records and supporting documentation. See Notes 1, 3, and 4.</p>		<p>Calculations, and mathematical methods used</p> <p>Training</p> <p>Background data and information and notes</p> <p>Records of Decision (ROD)</p> <p>Laboratory and all other reports</p> <p>Work sheets</p> <p>Sampling plans and collection methodologies</p> <p>Photos</p> <p>Interviews</p> <p>Final reports and/or forms</p> <p>Note 3 Examples of records not related to employees:</p> <p>Process or chemical reviews</p> <p>General workplace evaluations</p> <p>Local exhaust system evaluations</p> <p>Personal Protective Equipment evaluations</p> <p>Job/Safety Hazard Analyses</p> <p>Final reports and/or forms</p> <p>Design reviews</p> <p>Training</p> <p>Work authorizations and permits</p> <p>Chemical inventories</p>	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
				Audits, inspections, and corrective action plans Equipment calibrations	
				Note 4 Retention period under these items may be lengthened to comply with state or local statutes and regulations.	
01/129.5.B	INDUSTRIAL HYGIENE RECORDS	B. ADMINISTRATIVE RECORDS	See NRRS 01/078.0.F.		
01/129.5.C	INDUSTRIAL HYGIENE RECORDS	C. Copies of any records above.	Temporary. Destroy when no longer needed. [DAA-0255-2011-0001]		
01/130.5.A	RADIATION SAFETY, CONTROL, AND 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: <ul style="list-style-type: none"> <li>• Provisions of the radiation protection program</li> <li>• Surveys</li> <li>• Exposure records</li> <li>• Training documentation</li> <li>• Calibrations</li> <li>• Records of handling of radiation and byproduct material</li> <li>• Program audits</li> <li>• Radiation safety committee records</li> <li>• Decommissioning records</li> </ul>	Temporary. Destroy 75 years after the termination of the license or program. [DAA: 0255-2022-0004-0001]		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/130.5.B	RADIATION SAFETY, CONTROL, AND COMPLIANCE RECORDS	<p>Non-ionizing Radiation Records</p> <p>All non-ionizing radiation survey records, supporting documentation of monitoring and measuring in the workplace. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Analytical methodologies</li> <li>Calculations</li> <li>Background data relevant to interpretation of the results.</li> </ul> <p>The most current industry consensus standards apply, including, but not limited to, OSHA, NASA NPRs, ACGIH, FAA, and ANSI standards.</p>	<p>Temporary. Cutoff annually. Destroy 30 years after cutoff.</p> <p>[DAA: 0255-2022-0004-0002]</p>		
01/133.0.A	ETHICS PROGRAM FILES	<p>A. ETHICS PROGRAM IMPLEMENTATION , INTERPRETATION, COUNSELING, AND DEVELOPMENT FILES</p> <p>General ethics program records.</p> <p>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:</p> <ul style="list-style-type: none"> <li>records documenting the review of proposed or established ethics-related statutes and regulations by ethics</li> </ul>	<p>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.</p> <p>[GRS 2.8-010] DAA-GRS-2016-0006-0001</p>		SORN - NASA 10SCCF

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/133.0.C.01	ETHICS PROGRAM FILES	<p>program officials, including copies of proposed legislation, comments, and all related records.</p> <ul style="list-style-type: none"> <li>• determinations, including advice and counseling to individual employees, and supporting records.</li> <li>• records relating to advice and counseling on Hatch Act matters</li> <li>• records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities.</li> </ul>	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. [GRS 2.8-100] DAA-GRS-2014-0005-0017	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	ETHICS PROGRAM FILES	<p>C. ETHICS AGREEMENTS RECORDS Records documenting the review and issue of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including:</p> <p>1. Agreements for employees who do not file financial disclosure reports. Includes:</p> <ul style="list-style-type: none"> <li>• review of recusals, resignations, reassignments, and divestitures</li> <li>• determinations</li> <li>• authorizations</li> <li>• waivers</li> <li>• waivers of disqualifications</li> </ul> <p>2. Agreements for employees who file financial disclosure reports. Includes:</p> <ul style="list-style-type: none"> <li>• review of recusals, resignations, reassignments, and divestitures</li> </ul>	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	SORN - NASA 10SCCF

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> <li>• determinations</li> <li>• authorizations</li> <li>• waivers</li> <li>• waivers of disqualifications</li> </ul>		government Officers and Employees	
01/133.0.D	ETHICS PROGRAM FILES	<p>D. REFERRALS AND NOTIFICATIONS OF VIOLATIONS OF CRIMINAL CONFLICT OF INTEREST STATUTES AND OTHER POTENTIAL VIOLATIONS FILES</p> <p>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.</p>	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.E.01	ETHICS PROGRAM FILES	<p>E. ETHICS PROGRAM REVIEW RECORDS</p> <p>1. OGE 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.</p>	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.G	ETHICS PROGRAM FILES	<p>G. OFFICE OF GOVERNMENT ETHICS PROGRAM QUESTIONNAIRE RECORDS</p> <p>Questionnaires completed by ethics officials, such as the "Annual Agency</p>	Temporary. Destroy 3 years after submission.		SORN - NASA 10SCCF

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Ethics Program Questionnaire," the "Annual Agency Ethics Officer (DAEO) Survey," and other questionnaires and surveys, including records created or collected to prepare responses to ethics program questionnaires and surveys.	[GRS 2.8-040] DAA-GRS-2014-0005-0005		
01/133.0.H	ETHICS PROGRAM FILES	H. ETHICS TRAINING RECORDS  Records include but are not limited to: <ul style="list-style-type: none"> <li>• administration of new employee ethics orientations. annual, and other types of ethics training</li> <li>• agency's annual written plans</li> <li>• notices about training requirements and course offerings</li> <li>• rosters of employees required to attend and verification of training completed</li> <li>• instructor guides, handbooks, handouts and other materials</li> </ul>	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.I.01	ETHICS PROGRAM FILES	I. REPORTS OF PAYMENTS ACCEPTED FROM NON-FEDERAL SOURCES  1. 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 sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.	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.02	ETHICS PROGRAM FILES	I. REPORTS OF PAYMENTS ACCEPTED FROM NON-FEDERAL SOURCES	Temporary. Destroy 1 year following		SORN - NASA 10SCCF

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		2. Supporting Documentation Documentation, such as statements and forms, used to complete the submitted reports.	submission of the report to OGE. [GRS 2.8-031] DAA-GRS-2014-0005-0004		
01/134.0.A.01	FINANCIAL DISCLOSURE REPORTING FILES	A. PUBLIC FINANCIAL DISCLOSURE REPORTS Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.  1. 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.  Legal Citation: 5 U.S.C. app. Section 105, 5 CFR 2634.603	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		
01/134.0.A.02	FINANCIAL DISCLOSURE REPORTING FILES	A. PUBLIC FINANCIAL DISCLOSURE REPORTS Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.  2. All other reports  Legal Citation: 5 U.S.C. app. Section 105, 5 CFR part 2634.603	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		

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/134.0.A.03	FINANCIAL DISCLOSURE REPORTING FILES	<p>A. PUBLIC FINANCIAL DISCLOSURE REPORTS</p> <p>Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.</p> <p>3. Periodic transaction reports. OGE 278-T forms filed by reporting individuals in accordance with the STOCK Act of 2012, and related records.</p> <p>Legal Citation: STOCK Act, Publ. L. 112-105</p>	<p>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.</p> <p>[GRS 2.8-062] DAA-GRS-2014-0005-0009</p>		
01/134.0.A.04	FINANCIAL DISCLOSURE REPORTING FILES	<p>A. PUBLIC FINANCIAL DISCLOSURE REPORTS</p> <p>Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.</p> <p>4. 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).</p> <p>Legal Citation: 5 U.S. C. app. Section 105(b)(2)</p>	<p>Temporary. Destroy when the requested report is destroyed. This disposition instruction is mandatory; deviations are not allowed.</p> <p>[GRS 2.8-063] DAA-GRS-2014-0005-0010</p>		
01/134.0.B.01	FINANCIAL DISCLOSURE REPORTING FILES	<p>B. CONFIDENTIAL FINANCIAL DISCLOSURE REPORTS</p> <p>Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and related records.</p>	<p>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.</p>		



Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		1. Reports for individuals not subsequently confirmed by the U.S. Senate.  Legal Citation: 5 CFR 2634.604	This disposition instruction is mandatory; deviations are not allowed. [GRS 2.8-070] DAA-GRS-2014-0005-0011		
01/134.0.B.02	FINANCIAL DISCLOSURE REPORTING FILES	B. CONFIDENTIAL FINANCIAL DISCLOSURE REPORTS Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and related records.  2. All other reports  Legal Citation: 5 CFR 2634.604	Temporary. Destroy 6 years after receipt of the OGE Form 450 by the agency, except when the OGE Form 450 supports one or more subsequent Optional OGE Form 450-As then destroy 6 years after receipt of the last related OGE Form 450-A by the agency, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed. [GRS 2.8-071] DAA-GRS-2014-0005-0012		
01/134.0.B.03	FINANCIAL DISCLOSURE REPORTING FILES	B. CONFIDENTIAL FINANCIAL DISCLOSURE REPORTS Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and related records.  3. OGE Optional form 450-A Reports  Legal Citation: 5 CFR 2634.604, 5 CFR 2634.905	Temporary. Destroy 6 years after receipt of the OGE Form 450-A report by the agency, along with the associated OGE Form 450, or when no longer needed for active investigation, whichever is later. This disposition instruction is	Note: The OGE Form 450-A, filed for up to 3 consecutive years following the filing of an OGE Form 450, is an alternative disclosure report to the OGE Form 450 when there are no new interests to be reported by the filer. The "supporting OGE Form 450" cannot be	

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			mandatory; deviations are not allowed. [GRS 2.8-072] DAA-GRS-2014-0005-0013	destroyed until the last OGE From 450-A report is ready for destruction.	
01/134.0.C.01	FINANCIAL DISCLOSURE REPORTING FILES	C. ALTERNATIVE OR ADDITIONAL FINANCIAL DISCLOSURE REPORTS AND RELATED RECORDS  1. Reports for individuals not subsequently confirmed by the U.S. Senate  Legal Citation: 5 U.S.C. app. Section 105	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		
01/134.0.C.02	FINANCIAL DISCLOSURE REPORTING FILES	C. ALTERNATIVE OR ADDITIONAL FINANCIAL DISCLOSURE REPORTS AND RELATED RECORDS  2. All other reports  Legal citation: 5 U.S.C. app. Section 105	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. [GRS 2.8-081] DAA-GRS-2014-0005-0015		
01/134.0.D	FINANCIAL DISCLOSURE REPORTING FILES	D. FINANCIAL DISCLOSURE SUPPORTING DOCUMENTATION Supporting documentation used to review and verify the filer's report submission.	Temporary. Destroy at the same time an individual's related financial disclosure report is destroyed or 6 years after the individual has		background research reports; memorialized verbal comments of filer in response to reviewer questions; reviewer's notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			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		
01/135.0	INSPECTION REPORT FILES	Case files of investigations and inspection reports and related papers on NASA personnel or private concerns having relationships with NASA relating to alleged violations of standards of conduct, regulations, or of Federal criminal law.	Temporary. Cutoff after case is closed. Destroy when 30 years old. [DA: N1-255-94-1] (N 12-1)		
01/136.0	RECORDS NOT COVERED ELSEWHERE IN THIS HANDBOOK	RECORDS NOT COVERED ELSEWHERE IN THIS HANDBOOK	Submit NASA Form 1418, "Proposed Change to NASA Records Control Schedules," to Installation Records Manager for submission to the NASA Records Officer for processing. [DA: N1-255-94-1]		Unscheduled Records
01/137.0	REJECTED RECORD OFFERS	Records offered to the National Archives and Records Administration but appraised as lacking sufficient research or other value to warrant permanent retention or records that do not require a SF 115. Contact Center Records Manager or the Agency Records Officer for more information on this process.	See 36 CFR, SECTION 1228.60, for possible donation; or destroy immediately if records are not wanted. [DA: N1-255-94-1] [DA: N1-255-09-1]		

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## Schedule 2: Legal and Technical Records

These schedules cover records pertaining to records of the Office of General Counsel, technology transfer and utilization, Scientific and Technical Information management, export control, imagery, and information technology management and operations. They include retention schedules from the National Archives General Records Schedules as well as NASA-specific retention authorities. All schedules with a temporary retention are considered media neutral, meaning they apply to both physical and electronic records. Consult NASA Records Management staff when dealing with records designated as permanent or for clarification in interpretation or application of these retention schedules.

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02/002.0.A.01	PATENT FILES	<p>A. PATENT SOLICITATION CASE FILES 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 dockets 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.</p> <p>1. Files for specific invention disclosures for which no patent application was filed.</p>	<p>Temporary. Cutoff after case is inactive. Destroy when 10 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-9)</p>
02/002.0.A.02	PATENT FILES	<p>A. PATENT SOLICITATION CASE FILES 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 dockets 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.</p>	<p>Temporary. Cutoff after patent is issued. Destroy when 20 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>

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		2. File for specific invention disclosures for which patent application was filed.	
02/002.0.A.03	PATENT FILES	A. PATENT SOLICITATION CASE FILES 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 dockets 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. Destroy when 1 year old. [DA: N1-255-94-1] [DA: N1-255-09-1]
		3. Soliciting instructions to Centers regarding procedures for soliciting.	
02/002.0.B	PATENT FILES	B. 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. [DA: N1-255-94-1] [DA: N1-255-09-1]
02/002.0.C	PATENT FILES	C. ASSISTANCE TO OTHER AGENCIES ON PATENTS Files include legal assistance given to other Agencies on patent matters.	Temporary. Destroy when 5 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-13)
02/002.0.D	PATENT FILES	D. PATENT-SOLICITING INSTRUCTIONS TO JPL regarding solicitation procedures.	Temporary. Destroy when 1 year old. [DA: N1-255-94-1] [DA: N1-255-09-1]
02/002.0.E	PATENT FILES	E. ALL OTHER OFFICES/COPIES.	Temporary. Destroy when obsolete or superseded. [DA: N1-255-94-1]

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[DA: N1-255-09-1]

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02/002.3	TRADEMARK FILES	<p>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.</p> <p>Records created in any and all media by the NASA Office of General Counsel or Center Offices 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.</p>	<p>Temporary. Retain in office of the General/Chief Patent Counsel. Destroy when 37 years olds. [DA: N1-255-07-1]</p>
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02/003.0.A	LEGAL OPINION/ADVICE FILES	<p>A. ADVICE AND OPINIONS – SIGNIFICANT ISSUES 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</p>	<p>Permanent. Cutoff at end of the calendar year. Transfer to the National Archives 30 years after the cutoff date. [DAA-0255-2014-0003] (N 13-3)</p>
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Counsel, Associate General Counsels, or a Center Chief Counsel.

Documents reflecting requests and Office of the General Counsel (OGC) or Center Office of the Chief Counsel (OCC) responses to requests for decisions on the legal sufficiency of actions proposed by, arising within, or referred to NASA, including definitive legal interpretations supporting the consistent applications of NASA policies, applicable statutes, regulations, and/or other authorities.

02/003.0.B

LEGAL  
OPINION/ADVICE  
FILES

B. ADVICE AND OPINIONS – NON SIGNIFICANT ISSUES  
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. Non-Significant issues are those that do not set precedent for NASA and do not have a major impact on NASA operations.

Documents reflecting requests and Office of the General Counsel (OGC) or Center Office of the Chief Counsel (OCC) responses to requests for decisions on the legal sufficiency of actions proposed by, arising within, or referred to NASA, including definitive legal interpretations supporting the

Temporary. Cutoff at the end of the calendar year. Destroy/delete 6 years after cutoff date. [DAA-0255-2014-0003]

		consistent applications of NASA policies, applicable statutes, regulations, and/or other authorities.	
02/003.5	CONTRACT APPEALS CASE FILES	<p>Records of contract appeals arising under the Contracts Dispute Act.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• notice of appeal</li> <li>• acknowledgment of notice</li> <li>• correspondence</li> <li>• copies of contracts, plans, specifications, exhibits, change orders, and amendments</li> <li>• hearing transcripts</li> <li>• documents received from concerned parties</li> <li>• final decisions</li> <li>• other related papers</li> </ul>	<p>Temporary. Destroy 1 year after final resolution.</p> <p>[GRS 1.1-060] DAA-GRS-2016-0001-0003 (N 17-6)</p>
02/004.0.A	CLAIM FILES	<p>A. SPECIAL MASTER CLAIMS</p> <p>Claims established when many claims result from a single accident, incident, or disaster.</p> <p>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.</p>	<p>Temporary. Cutoff after final action on case. Destroy when 28 years old.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-1)</p>
02/004.0.B.01	CLAIM FILES	<p>B. ROUTINE ALLOWED OR DISALLOWED CLAIMS</p> <p>1. Claims involving personal injury or a minor.</p> <p>Case files relating to claims in favor of, or against, the Government for</p>	<p>Temporary. Cutoff after final action on the case. Destroy when 28 years old.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>



		<p>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.</p>	
02/004.0.B.02	CLAIM FILES	<p>B. ROUTINE ALLOWED OR DISALLOWED CLAIMS</p> <p>2. All other claims.</p> <p>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.</p>	<p>Temporary. Cutoff after final action on case. Destroy when 8 years old.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/004.0.C.01	CLAIM FILES	<p>C. REPORTS</p> <p>1. Investigative</p> <p>Documents accumulated from investigating accidents and incidents which could, but do not, result in the filing of a claim.</p> <p>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,</p>	<p>Temporary. Destroy 5 years after expiration of pertinent statutory period.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-4)</p>

		international treaties, Space Act claims, and personal property claims.	
02/004.0.C.02	CLAIM FILES	<p>C. REPORTS</p> <p>2. Miscellaneous Claims reports consisting of statistical, fiscal, and related reports on the disposition of claims.</p> <p>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.</p>	<p>Temporary. Destroy when 2 years old.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-5)</p>
02/005.0	ADMINISTRATIVE AND COURT LITIGATION CASES INVOLVING NASA	Files of cases including, but not limited to, complaint answer, motions, discovery, transcript of proceedings, trial exhibits and briefs in support of the parties' positions, together with the working papers of the attorney handling the case	<p>Temporary. Destroy 20 years after final decision or case is settled.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-23)</p>
02/006.0	SBIR/STTR Program	<p>Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Case Files</p> <p>Proposals, evaluations, and other materials related to the review of SBIR/STTR applications regardless of phase or selection status.</p>	<p>Temporary. Cut off after final action (non-selection, completion, termination) Destroy 3 years after cutoff.</p> <p>[DAA-0255-2023-0002]</p>
02/007.0.B	TECHNOLOGY UTILIZATION FILES	<p>B. TU CONFERENCE PROCEEDINGS (ANNUAL) (HQ ONLY)</p> <p>Finished published conference proceedings maintained and located at</p>	<p>Permanent. Transfer to the National Archives in 10 year blocks when 30 years old.</p>

		CASI (Center for AeroSpace Information).	[DA: N1-255-94-1]
		(Office of Primary Responsibility - NASA Headquarters, Code C)	
02/007.0.D.01	TECHNOLOGY UTILIZATION FILES	D. TECHNICAL BRIEFS (TECH BRIEF) Office which originated the publication (OPR):  1. Headquarters One record copy of each publication, including abstract.	Permanent. Transfer to the National Archives when 20 years old. [DA: N1-255-94-1] (N 23-7)
02/007.0.D.02	TECHNOLOGY UTILIZATION FILES	D. TECHNICAL BRIEFS (TECH BRIEF) Office which originated the publication (OPR):  2. 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]
02/007.0.D.03	TECHNOLOGY UTILIZATION FILES	D. TECHNICAL BRIEFS (TECH BRIEF) Office which originated the publication (OPR):  3. All other offices/copies.	Temporary. Destroy when reference value ceases or when 5 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]
02/007.0.E	TECHNOLOGY UTILIZATION FILES	E. TECHNICAL SUPPORT PACKAGE (TSP) FILES 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	Temporary. Destroy when 10 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 23-3)

		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).	
02/007.0.F.01	TECHNOLOGY UTILIZATION FILES	F. TU DISSEMINATION FILES Preliminary, progress, and final reports of publications prepared or issued by contractors operating a Regional Technology Transfer Center (RTTC); COSMIC; or TAC, in cooperation with NASA and other contractors assisting the Technology Utilization Program dissemination efforts, and related correspondence.	Temporary. Destroy when 5 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 23-4)
		1. Headquarters - TU Office/Program	
02/007.0.F.02	TECHNOLOGY UTILIZATION FILES	F. TU DISSEMINATION FILES Preliminary, progress, and final reports of publications prepared or issued by contractors operating a Regional Technology Transfer Center (RTTC); COSMIC; or TAC, in cooperation with NASA and other contractors assisting the Technology Utilization Program dissemination efforts, and related correspondence.	Temporary. Destroy when 2 years old. [DA: N1-255-94-1] [DA: N1-255-09-1]
		2. All other offices/copies.	
02/007.0.G.01.A	TECHNOLOGY UTILIZATION FILES	G. NEW TECHNOLOGY FILES 1. REPORTS  These are 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] (N 23-2) (a) See disposition above.

		(a) HQ and all other NASA Centers.		
02/007.0.G.02	TECHNOLOGY UTILIZATION FILES	<p>G. NEW TECHNOLOGY FILES</p> <p>2. CONTRACT ADMINISTRATION OF CLAUSE</p> <p>Records pertaining to administration of the new technology clause in contracts, especially to reporting and processing of innovations required to be reported.</p> <p>* GSFC ONLY - This item applies to the Patent Office.</p> <p>* HQ and all other NASA Centers.</p>	<p>Temporary. Destroy 10 years after final payment or closeout.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1] (N 23-1)</p>	
02/007.0.H.01	TECHNOLOGY UTILIZATION FILES	<p>H. TU APPLICATIONS FILES</p> <p>1. APPLICATION TEAM</p> <p>Reports, correspondence, minutes of meetings, etc. produced by the application team in identifying public sector opportunities for adaptive engineering.</p>	<p>Temporary. Destroy when 5 years old.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1]</p>	
02/007.0.H.02	TECHNOLOGY UTILIZATION FILES	<p>H. TU APPLICATIONS FILES</p> <p>2. APPLICATION ENGINEERING PROJECT CASE FILES</p> <p>These files are maintained by the Program Manager who is located at NASA HQ, Code C, and consist of RTOP summaries, interim reports; and summaries in narrative format</p>	<p>Temporary. Destroy when 5 years old.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1]</p>	<p>Note: Case files that are located at the respective lead installation and should be retired under Schedule 8, R&amp;D Project Case Files as a Permanent record series.</p>
02/007.0.I.01	TECHNOLOGY UTILIZATION FILES	<p>I. SPINOFF FILES</p> <p>1. SPINOFF CASE FILE</p> <p>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.</p>	<p>Temporary. Destroy when 20 years old.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1]</p>	

02/007.0.I.02.C	TECHNOLOGY UTILIZATION FILES	<p>I. SPINOFF FILES</p> <p>2. SPINOFF PUBLICATION</p> <p>(c) 2003 – Continuing</p>	<p>Permanent. Transfer to the National Archives with STI publications of Item 8.B.1.</p> <p>[DA: N1-255-04-4]</p>	
02/007.5.A	EXPORT CONTROL PROGRAM RECORDS	<p>A. 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.</p> <p>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).</p> <p>Records held by Installation Export Control Office and Export Control Representatives.</p>	<p>Temporary. Destroy 25 years after last system entry or when no longer required for business purposes, whichever is later.</p> <p>[DAA-0255-2017-0010]</p>	
02/007.5.B.01	EXPORT CONTROL PROGRAM RECORDS	<p>B. Individual export control transaction case files documenting activities</p> <p>1. Transaction case records held at Export Control Offices</p> <p>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).</p>	<p>Temporary. Destroy 5 years after license expiration, return of material (if appropriate), or date of last transaction, whichever is later.</p> <p>[DAA-0255-2017-0010]</p>	<p>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.</p>

		<p>Records held by Installation Export Control Office and Export Control Representatives.</p> <p>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 08/101).</p>		
02/007.5.B.02.A	EXPORT CONTROL PROGRAM RECORDS	<p>B. Individual export control transaction case files documenting activities</p> <p>2. Transaction case records of released materials held by custodian (e.g., NASA Program/Project Offices).</p> <p>(a) Records documenting export of hardware to a foreign destination (but see item (c)).</p> <p>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).</p> <p>Records held by Installation Export Control Office and Export Control Representatives.</p> <p>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.,</p>	<p>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]</p>	<p>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.</p>

		program and project records covered under NRRS 08/101).		
02/007.5.B.02.B	EXPORT CONTROL PROGRAM RECORDS	<p>B. Individual export control transaction case files documenting activities</p> <p>2. Transaction case records of released materials held by custodian (e.g., NASA Program/Project Offices).</p> <p>(b) All other records (but see item (c)).</p> <p>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).</p> <p>Records held by Installation Export Control Office and Export Control Representatives.</p> <p>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 08/101).</p>	<p>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.</p> <p>[DAA-0255-2017-0010]</p>	<p>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.</p>
02/007.5.B.02.C	EXPORT CONTROL PROGRAM RECORDS	<p>B. Individual export control transaction case files documenting activities</p> <p>2. Transaction case records of released materials held by custodian (e.g., NASA Program/Project Offices).</p> <p>(c) Records existing when custodial office disbands.</p> <p>Records documenting Export Control Program administration and transfers to foreign entities (including persons,</p>	<p>When office disbands, offer records electronically to Export Control Office; destroy records that Export Control declines.</p> <p>[DAA-0255-2017-0010]</p>	<p>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.</p>



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organizations, governments, or destinations) of materials protected under Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR).

Records held by Installation Export Control Office and Export Control Representatives.

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 08/101).

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02/007.5.B.03

EXPORT  
CONTROL  
PROGRAM  
RECORDS

B. Individual export control transaction case files documenting activities  
3. Records held by transportation or shipping offices that are related to items sent to foreign persons or foreign destinations.

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).

Records held by Installation Export Control Office and Export Control Representatives.

Exclusion: Records that contain material subject to protection under Export Control regulations are not

Temporary. Destroy 5 years after date of transaction.  
[DAA-0255-2017-0010]

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.

		covered by these items. They are covered by schedule items relative to their informational content (e.g., program and project records covered under NRRS 08/101).	
02/007.8.A	SOFTWARE USAGE AGREEMENTS	A. Electronic software 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]
02/008.0.A	SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS	A. Scientific and Technical Information 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 annually in accordance with the National Archives approved transfer guidance. NASA retains copy indefinitely for continued access. [DAA-0255-2022-0005-0001]
02/008.0.B	SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS	B. Scientific and Technical Information Background Materials  Related background papers, working papers such as notes, rough drafts, background reports and interim reports, and other such papers	Temporary. Destroy 5 years after document is published or when no longer needed for reference purposes occurs, whichever is later.

		reflecting a basis for the issuance or that contribute to the content of the publication, including coordination papers and comments retained either by publication office or author(s).	[DAA-0255-2022-0005-0002]		
02/008.0.C	SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS	C. Other STI-Processed Materials  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)		
02/010.0.A	LIBRARY RECORDS	A. LIBRARY ADMINISTRATIVE RECORDS Records documenting a library's planning and management. Records may document library policies, procedures, and statistics.	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 5.1, Procurement Files	Correspondence and records on library staffing and relations with other libraries; Policies and procedures for developing collections, acquisitions, patron privacy, loans, and restricting library material; Promotional material describing library services and resources; Quick guides to library databases and resources, topical or customized reading lists, and bibliographies; Strategic plans, project plans
02/010.0.B	LIBRARY RECORDS	B. LIBRARY OPERATIONS RECORDS Records documenting the daily activities of running a library.	Temporary. Destroy when business use ceases. [GRS 4.4-020] DAA-GRS-2015-0003-0002		Correspondence and records about normal cataloging circulation, and document delivery activities; Photocopying and digitization requests; Reference inquiries and responses; Visitor logs, sign-in sheets, computer sign-up sheets, and equipment or facility registration forms
02/010.0.C	LIBRARY RECORDS	C. INTER LIBRARY-LOAN (ILL) REQUESTS	Temporary. Destroy 5 years after completing the transaction.		

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[GRS 4.4-030] DAA-GRS-2015-0003-0003

02/015.0.H.01	COMPUTER/ELECTRONIC MEDIA - GENERAL	<p>H. SECURITY BACKUP FILES 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.</p> <p>1. File identical to records scheduled for transfer to the National Archives.</p>	<p>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.</p> <p>[GRS 3.2-050] DAA-GRS-2013-0006-0007</p>	
02/015.0.H.02	COMPUTER/ELECTRONIC MEDIA - GENERAL	<p>H. SECURITY BACKUP FILES 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.</p> <p>2. Files identical to records authorized for disposal in an approved NASA records schedule.</p>	<p>Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file.</p> <p>[GRS 3.2-051] DAA-GRS-2013-0006-0008</p>	
02/015.0.J	COMPUTER/ELECTRONIC MEDIA - GENERAL	<p>J. SPECIAL PURPOSE PROGRAMS 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.</p> <p>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</p>	<p>Temporary. Delete when related master file or database has been deleted.</p> <p>[GRS 3.1-012] DAA-GRS-2013-0005-0008</p>	<p>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.</p>

		agency has modified such programs or applications considerably to perform a mission-related function.	
02/017.0.A	COMPUTER-MEDIA STORAGE FACILITIES	A. SPACE SCIENCE FLIGHT PROJECT/EXPERIMENT DATA (ALSO SEE SCHEDULE 8) Media which have been used to create reduced data, or where usable data has been extracted. These data typically represent any and all orbiting spacecraft originated data, including, but not necessarily limited to, instrument and housekeeping data. Such data is sent from spacecraft such as the Compton Gamma Ray Observatory (GRO), the Upper Atmosphere Research Satellite (UARS).	Handle as permanent pending retention approval. (N 26-2)
02/017.0.B.01	COMPUTER-MEDIA STORAGE FACILITIES	B. OTHER SCIENTIFIC, ENGINEERING, AND EXPERIMENTAL DATA 1. Environmental, oceanographic, atmospheric, terrestrial, data and/or extraterrestrial observations and measurements, medical research and/or animal or plant husbandry investigations.	Handle as permanent pending retention approval. (N 26-3)
02/017.0.B.02	COMPUTER-MEDIA STORAGE FACILITIES	B. OTHER SCIENTIFIC, ENGINEERING, AND EXPERIMENTAL DATA 2. Data used in the development, fabrication, construction, testing, and/or routine operation of such things as instruments, vehicles, machinery, or spacecraft.	Handle as permanent pending retention approval.
02/017.0.C.01	COMPUTER-MEDIA STORAGE FACILITIES	C. CONTRACTOR-CREATED MEDIA 1. Scientific, engineering, and experimental data received by NASA in pursuance of Federal law or in connection with the transaction of public business and duplicated in a National Data Center.	Handle as permanent pending retention approval.

02/017.0.C.02	COMPUTER-MEDIA STORAGE FACILITIES	C. CONTRACTOR-CREATED MEDIA 2. Scientific, engineering, and experimental data media created under a contract and in the possession of the contractor in a Government storage facility, i.e., GSFC's Tape Staging and Storage Facility (TSSF).	Handle as permanent pending retention approval.	
02/019.0.A	COMMUNICATIONS RECORDS	A. CORRESPONDENCE, REPORTS, AND REFERENCE FILES Correspondence and related records pertaining to the internal administration and operation of the communications function. Documents relating to communications planning, projecting requirements and costs, and HQ approval, such as NASA Form 1102 and 1103 and related materials. Records may include, but are not limited to: NASA Mail items/documentation (media independent) such as monthly NASA-Mail reports, user account requests and activity logs; Direct Access Computer System (DACS) requests; and any other associated user documentation.	Temporary. Destroy when 2 years old or when reference value ceases, whichever is sooner. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-29)	SORN - GSFC 51EUID
02/019.0.B.01	COMMUNICATIONS RECORDS	B. COMMUNICATION EQUIPMENT/SUPPORT REQUIREMENTS 1. Security equipment requirements and all related documentation and materials.	Temporary. Destroy when 2 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-11)	
02/019.0.B.02	COMMUNICATIONS RECORDS	B. COMMUNICATION EQUIPMENT/SUPPORT REQUIREMENTS 2. Project support communications requirements, records consist of documents reflecting support requirements for the objectives contained in the PSCN database (OPR).	Temporary. Destroy when updated or superseded. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-5)	

02/019.0.C	COMMUNICATIONS RECORDS	C. GUIDANCE, POLICY, PLANNING RECORDS Program files which consist of documents providing guidance or assumptions for the development of the communications segment Files consist of overall guidance, technology plans, and ADP plans - OPR, NASA Headquarters, and MSFC Com Center ONLY.	Handle as permanent pending retention approval. (N 10-4)
02/019.0.D	COMMUNICATIONS RECORDS	D. INTERFERENCE REDUCTION Documents relating to the testing or advising on techniques and equipment designed to reduce or eliminate electrical disturbances which cause undesirable response or malfunctioning of electric equipment.	Temporary. Destroy when 6 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-8)
02/019.0.E	COMMUNICATIONS RECORDS	E. FACILITIES LEASE REQUESTS Documents relating to requests for providing, rearranging, and removing communication facilities, equipment, and services leased from commercial companies to meet communications objectives of NASA.	Temporary. Destroy 3 years after termination of lease. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-7)
02/019.0.F.02	COMMUNICATIONS RECORDS	F. ACCOUNT FILES Documents relating to communication lines, i.e., telephone, data, wide-area networks, etc. Vouchers, vendors' invoices, and correspondence EXCLUDING fiscal copy, and including local and commercial overseas accounting.  2. Records relating to Centers, change, work orders, removal, and servicing of equipment.	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.03	COMMUNICATIONS RECORDS	F. ACCOUNT FILES Documents relating to communication lines, i.e., telephone, data, wide-area	Temporary. Destroy when 3 years old, or 3 years after applicable

		networks, etc. Vouchers, vendors' invoices, and correspondence EXCLUDING fiscal copy, and including local and commercial overseas accounting.	agreement expires or is cancelled, as appropriate. [GRS 5.5-010] DAA-GRS-2016-0012-0001
		3. Copies of agreements with background data and other records relating to agreements for telecommunications services.	
02/019.0.G	COMMUNICATIONS RECORDS	G. TOLL SLIPS/STATEMENTS Telephone, telegram, TWX, toll slips, and all other communication statements and related papers.	Temporary. Destroy 6 years after final payment or cancellation. [GRS 1.1-010] DAA-GRS-2013-0003-0001 (N 10-14)
02/019.0.H.01	COMMUNICATIONS RECORDS	H. TELECOMMUNICATIONS OPERATIONAL FILES 1. 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 (N 10-12)
02/020.0.A	FIXED COMMUNICATIONS FILES	A. FACILITY PROJECTS Documents relating to the establishment, approval, and construction or implementation of fixed wire/cable, blueprints on maintenance in-house and outside, and radio facility development projects.	Permanent. Transfer to the National Archives 10 years after discontinuance of facility. [DA: N1-255-94-1] (N 10-6)
02/020.0.B	FIXED COMMUNICATIONS FILES	B. OPERATIONS FILES 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]



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[DA: N1-255-09-1] (N  
10-9)

02/020.0.C.01	FIXED COMMUNICATIO NS FILES	C. TRAFFIC VOLUME REPORT Documents reflecting data on circuit usage for engineering of fixed communications facilities, planning, programming and budgeting and related papers. 1. Office of primary responsibility.	Temporary. Destroy when 10 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-2)
02/020.0.C.02	FIXED COMMUNICATIO NS FILES	C. TRAFFIC VOLUME REPORT Documents reflecting data on circuit usage for engineering of fixed communications facilities, planning, programming and budgeting and related papers. 2. All other offices/copies.	Temporary. Destroy when 6 months old. [DA: N1-255-94-1] [DA: N1-255-09-1]
02/021.0.A	RADIO AND TELEVISION RECORDS	A. SERVICE CONTROL FILES Documents related to the servicing and operation of radio and television equipment and systems, including service records and summaries of authorized equipment and service.	Temporary. Destroy when superseded or on discontinuance of the facility or installation, whichever is sooner. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-10)
02/021.0.B	RADIO AND TELEVISION RECORDS	B. RADIO FREQUENCY FILES 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] (N 10-1)
02/021.0.C	RADIO AND TELEVISION RECORDS	C. COMMUNICATIONS REPRESENTATION FILES Documents concerning representation on and recommendations to joint or other non-NASA agencies, including implementation of decisions on signal communications and electronic policies, particularly on radio frequency allocations, call signs, radio	Temporary. Destroy when 5 years old. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-3)

		interference, and radio propagation matters.		
02/022.0.A	IMAGERY MANAGEMENT RECORDS	A. MEDIA 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 (N 19-13)	
02/022.0.B.01	IMAGERY MANAGEMENT RECORDS	B. PHOTOGRAPHIC WORK/PRODUCTION REPORT FILES 1. 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] (N 9-4)	
02/022.0.B.02	IMAGERY MANAGEMENT RECORDS	B. PHOTOGRAPHIC WORK/PRODUCTION REPORT FILES 2. Reports showing workload, time expended, and type of production (color, black and white, still, or motion picture).	Temporary. Destroy when 1 year old or when no longer needed for reference. [DA: N1-255-94-1] (N 9-5)	
02/023.0.A	PHOTOGRAPHS / STILL PICTURES AND MOVING IMAGERY	A. NOTEWORTHY 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)  All permanent multimedia records will be sent to the National Archives in the highest resolution captured in a current, readable format with an accompanying proxy or low resolution JPG for reference. Accessioned imagery should include all metadata and sidecar caption files associated with the permanent record.	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]	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

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Imagery records document the work of the National Aeronautics and Space Administration and provide a visual record of NASA events, facilities, programs, projects, and communications. They may include unique, historically significant imagery documentation, communications materials, events, testing and documentation supporting the mission of NASA, as well as routine non-historic documentation.

Exception: Imagery of mission oriented programs/projects/technical subjects are covered in Schedule 08/100 series items.

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02/023.0.B

PHOTOGRAPHS /  
STILL PICTURES  
AND MOVING  
IMAGERY

B. ROUTINE IMAGERY  
Still or video imagery that does not document historically significant center or agency subjects, events, or activities.

Imagery records document the work of the National Aeronautics and Space Administration and provide a visual record of NASA events, facilities, programs, projects, and communications. They may include unique, historically significant imagery documentation, communications materials, events, testing and documentation supporting the mission of NASA, as well as routine non-historic documentation.

Exception: Imagery of mission oriented programs/projects/technical subjects are covered in Schedule 08/100 series items.

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]

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

02/023.0.C	PHOTOGRAPHS / STILL PICTURES AND MOVING IMAGERY	<p>C. COPIES AND NEAR DUPLICATES OF IMAGERY</p> <p>Duplicate copies of all imagery, and views or footage similar to and shot at the same time as selected imagery in items A and B above.</p> <p>Imagery records document the work of the National Aeronautics and Space Administration and provide a visual record of NASA events, facilities, programs, projects, and communications. They may include unique, historically significant imagery documentation, communications materials, events, testing and documentation supporting the mission of NASA, as well as routine non-historic documentation.</p> <p>Exception: Imagery of mission oriented programs/projects/technical subjects are covered in Schedule 08/100 series items.</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p> <p>[DAA-0255-2017-0007]</p>
02/026.0.A	RECORDS OF THE CHIEF INFORMATION OFFICER	<p>A. Information Technology program and capital investment planning records.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• strategic and tactical plans</li> <li>• records of internal agency governance boards supporting</li> </ul>	<p>Temporary. Destroy when 7 years old.</p> <p>[GRS 6.3-010] DAA-GRS-2017-0009-0001</p>

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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, 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

Exclusion 1: Policy records generated by the CIO (agencies must schedule these separately).

Exclusion 2: Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council (the agency with responsibility for convening the committee must schedule its records separately).

		<p>Exclusion 3: System data or content (agencies must schedule these separately).</p> <p>Exclusion 4: Systems development records (NRRS 02/027.0.K.02, System Development records, covers these).</p> <p>Exclusion 5: Records documenting system and operational level compliance with IT policies, directives, and plans (NRRS 02/027.0.A, Information technology oversight and compliance records, covers these).</p>	
02/026.0.D	RECORDS OF THE CHIEF INFORMATION OFFICER	<p>D. 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.</p> <p>Exclusion: Records of basic systems and services used to supply the agency and its staff with access to computers and data telecommunications (NRRS 02/027.0.K, Infrastructure Project Records, covers these).</p>	<p>Temporary. Destroy 7 years after creating a new iteration of the enterprise or information architecture. [GRS 6.3-020] DAA-GRS-2017-0009-0002</p>
02/026.1	INFORMATION TECHNOLOGY MANAGEMENT ADMINISTRATIVE RECORDS	<p>Technology management administrative records</p> <p>Records on day-to-day, routine information technology management. Records include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• subject files, including briefings, reports, presentations, and studies that do not relate to high-level decision-making</li> <li>• data calls</li> </ul>	<p>Temporary. Destroy when 5 years old. [GRS 3.1-001] DAA-GRS-2016-0013-0002</p>

- operational and managerial guidance to organizational segments of the agency

Exclusion: This item does not apply to the records of the Chief Information Officer. These records must be scheduled by the agency on an agency-specific schedule.

02/027.0.A	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>A. Information technology oversight and compliance records.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• recurring and special reports</li> <li>• responses to findings and recommendations</li> <li>• reports of follow-up activities</li> <li>• statistical performance data</li> <li>• metrics</li> <li>• inventory of web activity</li> <li>• web use statistics</li> <li>• comments/feedback from web site or application users</li> <li>• 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</li> <li>• system availability reports</li> <li>• target IT architecture reports</li> <li>• systems development lifecycle handbooks</li> <li>• computer network assessments and follow-up documentation</li> <li>• vulnerability assessment reports</li> </ul>	<p>Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded.</p> <p>[GRS 3.1-040] DAA-GRS-2013-0005-0010</p>
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- 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

Note 1: Copies of security plans are scheduled under 02/027.0.E. There may be copies interfiled within this series.

Note 2: SORNs are scheduled under 01/044.8.

02/027.0.C	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>C. IT asset and configuration management files.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• data and detailed reports on implementation of systems, applications and modifications</li> <li>• application sizing, resource and demand management records</li> <li>• documents identifying, requesting, and analyzing possible changes,</li> </ul>	<p>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.</p> <p>[GRS 3.1-030] DAA-GRS-2013-0005-0005</p>
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		authorizing changes, and documenting implementation of changes <ul style="list-style-type: none"> <li>• documentation of software distribution (including COTS software license management files) and release or version management</li> </ul>		
02/027.0.D.01.A	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	D. SYSTEM BACKUPS AND TAPE LIBRARY RECORDS. 1. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.  (a) Incremental backup tapes.	Temporary. Destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later. [GRS 3.2-040] DAA-GRS-2013-0006-0005	
02/027.0.D.01.B	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	D. SYSTEM BACKUPS AND TAPE LIBRARY RECORDS. 1. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.  (b) 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 Schedule 02/015.0.H, for backups of master files and databases.
02/027.0.E	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	E. 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:	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	Continuity of Operations Plans; Disaster Recovery Plans; Examples and references used to produce guidelines covering security issues related to specific systems and equipment; Network vulnerability assessments; Published computer technical manuals and guides; Records on disaster exercises and resulting evaluations; Risk surveys; Service test plans; System Security Plans; Test files and data

02/027.0.F.01	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>F. SYSTEM ACCESS RECORDS</p> <p>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.</p> <p>1. Systems requiring special accountability for access. These are user identification records associated with systems which are highly sensitive and potentially vulnerable.</p> <p>Excluding records relating to electronic signatures. (See PKI Administrative records)</p>	<p>Temporary. Destroy 6 years after password is altered or user account is terminated. [GRS 3.2-031] DAA-GRS-2013-0006-0004</p>	<p>Audit trail files &amp; extracts; Cost-back files used to assess charges for system use; Log-in files; Password files; System usage files; User profiles</p>
02/027.0.F.02	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>F. SYSTEM ACCESS RECORDS</p> <p>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.</p> <p>2. 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.</p> <p>Excluding records relating to electronic signatures. (See PKI Administrative records)</p>	<p>Temporary. Destroy when business use ceases. [GRS 3.2-030] DAA-GRS-2013-0006-0003</p>	<p>Audit trail files &amp; extracts; Cost-back files used to assess charges for system use; Log-in files; Password files; System usage files; User profiles</p>
02/027.0.G.01.A	CYBERSECURITY LOGGING RECORDS	<p>1.A FULL PACKET CAPTURE DATA</p> <p>Packet capture (PCAP) results from the interception and copying of a data packet that is crossing or moving over a specific computer network.</p>	<p>Temporary. Destroy when 72 hours old. [GRS 3.2-035] DAA-GRS-2022-0005-0001</p>	

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Legal citation: OMB Memo M-21-31

Not media neutral. Applies to electronic records only.

For additional information about these records, see OMB Memo M-21-31.

Note: The requirements in OMB Memo M-21-31 do not apply to national security systems. Agencies may use this NRRS for national security systems or submit an agency-specific schedule.

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02/027.0.G.01.B	CYBERSECURITY LOGGING RECORDS	1.B. 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
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Legal citation: OMB Memo M-21-31

Not media neutral. Applies to electronic records only.

For additional information about these records, see OMB Memo M-21-31.

Note: The requirements in OMB Memo M-21-31 do not apply to national security systems. Agencies may use this NRRS for national security systems or submit an agency-specific schedule.

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02/027.0.G.02	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	G. 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,	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	Background documentation; Narrative reports; Reporting forms; Reporting tools
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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 incidents both internally and external. Includes records such as reporting forms, reporting tools, narrative reports and background documentation.

the Inspector General, which must be scheduled separately by submitting an SF 115 to NARA.

02/027.0.H	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>H. INFORMATION TECHNOLOGY OPERATIONS AND MAINTENANCE RECORDS</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Equipment support services provided to specific sites:           <ul style="list-style-type: none"> <li>* reviews, site visits reports, trouble reports, equipment service histories, reports of follow-up actions, related correspondence</li> </ul> </li> </ul>	<p>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</p>	<p>Note 1: 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.</p> <p>Note 2: Per NARA practice, documentation for permanent electronic records should be transferred with the related records using the disposition authority for the related electronic records.</p>	<p>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; files identifying IT facilities and sites; 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; records to allocate charges and track payment for software and services; requests for service; run reports; schedules of maintenance and support activities; service histories; work orders; workload schedules</p>
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- Reports on operations:
  - \* measures of benchmarks, performance indicators, critical success factors, error and exception reporting, self-assessments, performance monitoring, management reports
- Website administration:
  - \* frames, templates, style sheets, site maps, codes that determine site architecture, change requests, 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.

02/027.0.J	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	J. CUSTOMER SERVICE FILES Technical and administrative help desk operational records.	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	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” (FAWs); records of incoming requests (and responses) made by phone, email, web portal, etc.; trouble tickets and tracking logs
02/027.0.K.01	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	1. 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:	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 02/027.0.K.02, System Development Records.

- 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 review
- requirements specifications
- technology refresh plans
- operational support plans
- test plans
- models, diagrams, schematics, and technical documentation

Exclusion: Records relating to specific systems that support or document mission goals are covered by NRRS 08/101-117.

02/027.0.K.02	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>2. SYSTEM DEVELOPMENT RECORDS</p> <p>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.</p>	<p>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.</p>	<p>Note: Use Schedule 2, Item 27.M for certain technical documentation (e.g., data dictionaries, file specifications, code books, record layouts, etc.) related to the detailed, as built design</p>
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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 Plan
- Security Plan
- Disaster Recovery Plan
- Test /Acceptance Plan
- Quality Control Plan
- Deployment Guide
- User Guide
- Training Guide

Exclusion: This item does not apply to system data or content.

[GRS 3.1-011] DAA-GRS-2013-0005-0007

or maintenance of an electronic system containing permanent records.

02/027.0.L.01.A	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>L. PUBLIC KEY INFRASTRUCTURE (PKI) RECORDS</p> <p>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</p>	<p>Temporary. Destroy/delete when 7 years 6 months, 10 years 6 month, or 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer</p>	<p>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 with PKI</p>	<p>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” (FAWs); records of incoming requests (and responses) made</p>
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		<p>procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records.</p> <p>1. PKI ADMINISTRATIVE RECORDS</p> <p>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.</p> <p>(a) Federal Bridge Certification Authority (FBCA) Certification Authorities (CAs)</p>	<p>needed for business, whichever is later. [GRS 3.2-060] N1-GRS-07-3, item 13a1</p>	<p>administrative records are embedded with transaction-specific records as transaction records. These administrative records may vary from transaction-to-transaction.</p>	<p>by phone, email, web portal, etc.; trouble tickets and tracking logs</p>
02/027.0.L.01.B	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>L. PUBLIC KEY INFRASTRUCTURE (PKI) RECORDS</p> <p>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.</p>	<p>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</p>	<p>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 with PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records</p>	



		<p>1. PKI ADMINISTRATIVE RECORDS</p> <p>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.</p> <p>(b) Other (non-FBCA ET. Al.) Certification Authorities (CAs)</p>		<p>may vary from transaction-to-transaction.</p>
02/027.0.L.02	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>L. PUBLIC KEY INFRASTRUCTURE (PKI) RECORDS</p> <p>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.</p> <p>2. PKI TRANSACTION-SPECIFIC RECORDS</p> <p>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</p>	<p>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</p>	<p>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</p>

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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 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.

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 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 with PKI administrative records are embedded with

transaction-specific records as transaction records. These administrative records may vary from transaction-to-transaction.

02/027.0.M.01	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>M. DATA ADMINISTRATION 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.</p> <p>1. Documentation necessary for preservation of permanent electronic records, including:</p> <ul style="list-style-type: none"> <li>• data/database dictionary records</li> <li>• record layouts</li> <li>• metadata</li> <li>• user guides</li> <li>• output specifications</li> <li>• data systems specifications</li> <li>• file specifications</li> <li>• code books</li> </ul>	<p>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</p>
02/027.0.M.02	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>M. DATA ADMINISTRATION RECORDS Includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to</p>	<p>Temporary. Destroy 5 years after the project / activity / transaction is completed or superseded, or the</p>

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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.

associated system is terminated, or the associated data is migrated to a successor system.  
[GRS 3.1-051] DAA-GRS-2013-0005-0003

2. 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 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

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### Schedule 3: Human Resources (Personnel) Records

These schedules cover records pertaining to functions of management of civil servant human capital. They include retention schedules from the National Archives General Records Schedules as well as NASA-specific retention authorities. These schedules have been written to reflect requirements outlined in the Office of Personnel Management’s “Guide to Personnel Recordkeeping”. In the event of a conflict between that document and these schedules, OPM guidance takes precedence. All schedules with a temporary retention are considered media neutral, meaning they apply to both physical and electronic records. Consult NASA Records Management staff when dealing with records designated as permanent or for clarification in interpretation or application of these retention schedules.

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03/001.0.A	OFFICIAL PERSONNEL FOLDER (OPF)/ELECTRONIC OPF (eOPF)	<p>A. LONG-TERM RECORDS</p> <p>Records of separated employees saved to the “permanent” folder in the eOPF or filed on the right side of the hardcopy OPF.</p> <p>The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual’s employment history.</p>	<p>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.)</p> <p>NPRC will destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner.</p> <p>[GRS 2.2-040] [DAA-GRS-2017-0007-0004]</p>	<p>Note 1: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions.</p> <p>Note 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by NRRS 01/076.1.A.</p>
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03/001.0.B	OFFICIAL PERSONNEL FOLDER (OPF)/ELECTRONIC OPF (eOPF)	<p>B. SHORT-TERM RECORDS</p> <p>Records of separated employees saved to the “temporary” folder in the eOPF or filed on the left side of the hardcopy OPF.</p> <p>Exclusions: See Item 03/005.0.A for disposition of temporary performance-related records. See Item 03/001.5 for USCIS Form I-9.</p> <p>The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual’s employment history.</p>	<p>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</p>	<p>Note 1: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions.</p> <p>Note 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by NRRS 01/076.1.A.</p>
03/001.0.C	OFFICIAL PERSONNEL FOLDER (OPF)/ELECTRONIC OPF (eOPF)	<p>C. ALL OTHER OFFICES/COPIES</p> <p>The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual’s employment history.</p>	<p>Temporary. Destroy when obsolete or superseded. [DA: N1-255-89-4] [DA: N1-255-09-1]</p>	<p>Note: Supervisors Personnel Files are covered by NRRS 03/009.0.</p> <p>Note 1: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions.</p> <p>Note 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by NRRS 01/076.1.A.</p>
03/001.5	EMPLOYMENT ELIGIBILITY VERIFICATION RECORDS	<p>Employment Eligibility Verification form I-9 and any supporting documentation.</p>	<p>Temporary. Destroy 3 years after employee separates from service or transfers to another agency.</p>	

03/002.1	EMPLOYEE RELATIONS PROGRAMS' ADMINISTRATIVE RECORDS	<p>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:</p> <ul style="list-style-type: none"><li>• program-related correspondence</li><li>• copies of statutes, regulations, directives, and instructions</li><li>• timetables and guidelines for processing case files and appealing decisions</li><li>• planning records</li><li>• meeting minutes</li><li>• program evaluations and reports to senior management</li><li>• statistical records tracking program participation and participants</li><li>• records tracking programs' compliance with relevant Executive Orders and other requirements</li><li>• records arranging for outside mediator and facilitator involvement in case settlements</li></ul> <p>Exclusion 1: Records specific to individual cases (covered by items 03/002.5.E in this schedule).</p> <p>Exclusion 2: Reports to external oversight agencies (covered by 03/002.5.A.01).</p> <p>Exclusion 3: Records created by offices responsible for monitoring employee</p>	Temporary. Destroy when 3 years old. [GRS 2.3-010] DAA- GRS-2022-0001-0001
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		relations programs government-wide (must be scheduled individually by responsible offices).	
03/002.4.A	ALTERNATIVE DISPUTE RESOLUTION (ADR) FILES	<p>A. ADR Case Files</p> <p>Informal Process</p> <p>This item includes records that are not associated with another employee dispute, complaint or grievance process.</p> <p>Including:</p> <ul style="list-style-type: none"> <li>• agreements to use ADR</li> <li>• records of intake and process</li> <li>• records of settlement or discontinuance of case</li> <li>• parties' written evaluations of the process</li> </ul> <p>Note: This item is only applicable to Federal employee relations matters.</p>	<p>Temporary. Destroy 3 years after case is closed.</p> <p>[GRS 2.3-070] DAA-GRS-2018-0002-0007</p>
03/002.4.B	ALTERNATIVE DISPUTE RESOLUTION (ADR) FILES	<p>B. ADR Case Files</p> <p>Formal Process</p> <p>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).</p> <p>Including:</p> <ul style="list-style-type: none"> <li>• agreements to use ADR</li> <li>• records of intake and process</li> <li>• records of settlement or discontinuance of case</li> <li>• parties' written evaluations of the process</li> </ul> <p>Note: This item is only applicable to Federal employee relations matters.</p>	<p>Temporary. Destroy 7 years after case is closed.</p> <p>[GRS 2.3-071] DAA-GRS-2018-0002-0008</p>
03/002.5.A.01	EQUAL EMPLOYMENT	A. EEO REPORTS AND EMPLOYMENT STATISTICS FILES	<p>Temporary. Destroy 6 years after report</p>



	OPPORTUNITY (EEO) RECORDS	1. 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.	submission or oversight entity notice of approval, as appropriate. [GRS 5.7-050] DAA-GRS-2020-0001-0003		
03/002.5.A.05	EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS	A. EEO REPORTS AND EMPLOYMENT STATISTICS FILES  5. Headquarters compiled reports.	Temporary. Destroy when 30 years old. [DA: N1-255-89-4] [DA: N1-255-09-1]		
03/002.5.E.01.A	EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS	E. EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT RECORDS  1. Official Discrimination Complaint Case Files (a) 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 EEO
03/002.5.E.01.B	EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS	E. EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT RECORDS  1. Official Discrimination Complaint Case Files (b) Informal Process	Temporary. Destroy 3 years after resolution of case. [GRS 2.3-110] DAA-GRS-2018-0002-0012		

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.

03/002.6.B	REASONABLE OR RELIGIOUS ACCOMMODATION CASE RECORDS	<p>B. REASONABLE OR RELIGIOUS ACCOMMODATION CASE FILES</p> <p>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:</p> <ul style="list-style-type: none"> <li>• emails, correspondence</li> <li>• forms</li> <li>• medical records</li> <li>• notice of procedures for informal dispute resolution or appeal processes</li> <li>• policy guidance documents</li> <li>• records of oral conversations</li> <li>• request, approvals and denials</li> <li>• supporting notes and documentation</li> </ul>	<p>Temporary. Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later.</p> <p>[GRS 2.3-020] DAA-GRS-2022-0001-0002</p>	<p>Note: These records are neither part of an employee's Official Personnel File (OPF) nor part of a supervisor's unofficial personnel files.</p>	SORN - NASA 10RAR
03/004.0.A	INTERAGENCY PERSONNEL AGREEMENTS (IPA)	<p>A. RECORD COPY HQ:</p> <p>Records in this series consist of confidential files which are 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</p>	<p>Temporary. Cutoff after termination date of agreement.</p> <p>Destroy when 10 years old.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1]</p>		

		last name and include Optional Form (OF) 69 plus all associated background documentation.		
03/004.0.B	INTERAGENCY PERSONNEL AGREEMENTS (IPA)	<p>B. ALL OTHER OFFICES/COPIES</p> <p>Records in this series consist of confidential files which are 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.</p>	<p>Temporary. Destroy when no longer needed or when 5 years old, whichever is sooner.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1]</p>	
03/005.0.A.01	EMPLOYEE PERFORMANCE RECORDS	<p>A. EMPLOYEE PERFORMANCE FILE SYSTEM RECORDS</p> <p>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.</p> <p>1. Acceptable performance appraisals of non-senior executive service employees.</p>	<p>Temporary. Destroy no sooner than 4 years after date of appraisal.</p> <p>[GRS 2.2-070] [DAA-GRS-2017-0007-0008]</p>	<p>Note: 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.</p>
03/005.0.A.02	EMPLOYEE PERFORMANCE RECORDS	<p>A. EMPLOYEE PERFORMANCE FILE SYSTEM RECORDS</p> <p>Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those</p>	<p>Temporary. Destroy after employee completes 1 year of acceptable performance from the date of written</p>	<p>Note: Performance records pertaining to Presidential appointees are not covered under any of these schedule items nor the GRS.</p>

		<p>ratings, and any other performance related material required by an agency's performance appraisal system.</p> <p>2. Unacceptable performance appraisals of non-senior executive service employees.</p>	<p>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</p>	<p>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.</p>
03/005.0.B	EMPLOYEE PERFORMANCE RECORDS	<p>B. RECORDS OF SENIOR EXECUTIVE SERVICE EMPLOYEES Performance records for employees as defined in 5 U.S.C. 3132a(2). Includes records of performance ratings boards.</p>	<p>Temporary. Destroy no sooner than 5 years after date of appraisal. [GRS 2.2-072] DAA-GRS-2017-0007-0010</p>	<p>Note: 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.</p>
03/005.0.C	EMPLOYEE PERFORMANCE RECORDS	<p>C. 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.</p>	<p>Temporary. Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed. [GRS 2.2-073] DAA-GRS-2017-0007-0011</p>	<p>Note: 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</p>

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forwarded to the NASA  
Records Officer for  
submission and  
approval to the  
National Archives and  
Records  
Administration.

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03/008.0.A	NOTIFICATIONS OF PERSONNEL ACTIONS	A. 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. Excludes SF-50s filed in the OPF.	Temporary. Destroy when business use ceases. [GRS 2.2-050] DAA-GRS-2017-0007-0006
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03/009.0	PERSONNEL FILES – UNOFFICIAL COPIES	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.” Excludes: 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 and becomes the record.	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)
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03/010.0	EMPLOYEE MANAGEMENT ADMINISTRATIVE RECORDS	Records of routine office program support, administration, and human resources operations.	Temporary. Destroy when 3 years old. [GRS 2.2-010] DAA-GRS-2017-0007-0001	general correspondence with internal offices and with OPM; general correspondence with travelers regarding official passport procedures and documenting requirements; reports from subordinate units regarding statistics and other reporting measures; reports, including annual reports to the Dept. of State concerning the number of passports issued and related matters; statistics, including lists of official passport holders.
03/012.0	COMPETITIVE PLACEMENT PLAN (CCP) FILES	Records consist of files used to advertise vacancy announcements and other related documentation which may include but is not limited to the announcement, materials related to the job/position selection, and the vacancy itself.	Temporary. Retain on-site within the personnel office and destroy when 2 years old. [DA: N1-255-89-4] [DA: N1-255-09-1]	
03/012.2	RECRUITMENT FILES	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 (see Exclusion 2); 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	
03/014.0.A	NASA SPECIAL EMPLOYMENT PROGRAM FILES	A. Records relating to administration of special temporary hiring programs.  Records cover 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.B	NASA SPECIAL EMPLOYMENT PROGRAM FILES	<p>B. Records relating to individual employees hired under special temporary authority.</p> <p>Records cover special programs for the hiring of temporary employees, such as summer interns, co-ops, seasonal workers, etc.</p>	<p>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</p>	
03/018.0	OUTSIDE EMPLOYMENT FILES	<p>Documents relating to outside work or services performed by NASA employees in addition to their official duties.</p>	<p>Temporary. Destroy 3 years after termination of approved employment or 3 years after disapproval of outside employment. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 15-24)</p>	
03/019.0	SPECIAL PERSONNEL RECORDS	<p>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.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• agencywide and installation automated personnel information</li> <li>• correspondence and related information to these files</li> </ul>	<p>"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]</p>	SORN - NASA 10SPER

					<ul style="list-style-type: none"> <li>• special program files</li> <li>• special records and rosters</li> </ul>
03/020.0.A.01	POSITION VACANCIES	<p>A. JOB VACANCY CASE FILES Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes</p> <p>1. Records of one-time competitive and SES announcements/selections</p>	<p>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</p>	<p>Note: Astronaut selection is covered by NRRS 08/035.0.</p>	<p>annotated certificates of eligible candidates returned by selecting officials; applications, resumes, supplemental forms, other attachments; basis for certification; certificates, registers or lists of eligible candidates issued to selecting officials; correspondence/documentation of announcement or recruiting operation; examination announcement; job analysis, assessment criteria, and crediting plan; job announcement; job offers; job-related test records; list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification; mandatory applicant drug test records; records of job offer being accepted or declined; request for lists of eligible candidates</p>
03/020.0.A.02	POSITION VACANCIES	<p>A. JOB VACANCY CASE FILES Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes</p> <p>2. Records of standing register competitive files for multiple positions filled over a period of time</p>	<p>Temporary. Destroy 2 years after termination of register. [GRS 2.1-051] DAA-GRS-2017-0011-0002</p>	<p>Note: Astronaut selection is covered by NRRS 08/035.0.</p>	<p>annotated certificates of eligible candidates returned by selecting officials; applications, resumes, supplemental forms, other attachments; basis for certification; certificates, registers or lists of eligible candidates issued to selecting officials; correspondence/documentation of announcement or recruiting operation; examination announcement; job analysis, assessment criteria, and crediting plan; job announcement; job offers; job-related test records; list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification; mandatory applicant drug test records; records of job offer being accepted or declined; request for lists of eligible candidates</p>



03/020.0.B	POSITION VACANCIES	<p>B. JOB APPLICATION PACKAGES</p> <p>Application packages for competitive positions, in USAJobs or its successors, and other systems, whether electronic or analog.</p>	<p>Temporary. Destroy 1 year after date of submission.</p> <p>[GRS 2.1-060] DAA-GRS-2014-0002-0011</p>	<p>Note: Astronaut selection is covered by NRRS 08/035.0.</p> <p>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 (items 03/020.0.A.01 &amp; 02).</p>	<p>application; other attachments; resume; supplemental forms</p>
03/020.0.C	POSITION VACANCIES	<p>C. INTERVIEW RECORDS</p> <p>Case files related to filling job vacancies, held by hiring official and interview panel members.</p>	<p>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.</p> <p>[GRS 2.1-090] DAA-GRS-2014-0002-0008</p>	<p>Note: Astronaut selection is covered by NRRS 08/035.0.</p>	<p>copies of records in the job vacancy case file; notes of interviews with selected and non-selected candidates; reference check documentation</p>
03/020.0.D.01	POSITION VACANCIES	<p>D. PRE-APPOINTMENT FILES</p> <p>1. 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.</p>	<p>Temporary. Forward to appropriate security office after prospective employee enters on duty, declines appointment, or is no longer a candidate.</p> <p>[GRS 2.1-140]</p>	<p>Note: Astronaut selection is covered by NRRS 08/035.0.</p>	

03/020.0.D.02.A	POSITION VACANCIES	D. PRE-APPOINTMENT FILES  2. Records appropriate for inclusion in OPF. Such as designation of beneficiary, life insurance election, and health benefits registration. (a) 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 08/035.0.	
03/020.0.D.02.B	POSITION VACANCIES	D. PRE-APPOINTMENT FILES  2. Records appropriate for inclusion in OPF. Such as designation of beneficiary, life insurance election, and health benefits registration. (b) 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 08/035.0.	
03/020.0.D.03	POSITION VACANCIES	D. PRE-APPOINTMENT FILES  3. 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 08/035.0.	
03/020.5.A	EXCEPTED SERVICE APPOINTMENT RECORDS	A. 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).  Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.	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.	application, attachments, and supplemental forms; certification of job readiness; documentation of eligibility for excepted service appointment; notice of appointment terms, and acceptance; proof of disability issued by a licensed medical professional; proof of special qualifications; resume or other proof of employment, education, or relevant experience

03/020.5.B	EXCEPTED SERVICE APPOINTMENT RECORDS	<p>B. Case files related to all other appointees.</p> <p>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).</p> <p>Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.</p>	<p>Temporary. Destroy 2 years after candidate enters on duty, is no longer under consideration, or declines offer.</p> <p>[GRS 2.1-111] DAA-GRS-2014-0002-0019</p>	<p>Note: Any of the above records appropriate to include in the OPF may be moved to the OPF when the agency creates it.</p>	<p>application, attachments, and supplemental forms; certification of job readiness; documentation of eligibility for excepted service appointment; notice of appointment terms, and acceptance; proof of disability issued by a licensed medical professional; proof of special qualifications; resume or other proof of employment, education, or relevant experience</p>
03/021.0.A.01	MANPOWER REPORTS	<p>A. AUTHORIZATION FILES</p> <p>Documents and supporting papers relating to the allocation of manpower spaces to successive echelons.</p> <p>1. Office of Primary Responsibility.</p>	<p>Permanent. Transfer to the National Archives when 10 years old.</p> <p>[DA: N1-255-89-4] (N 1-36)</p>		
03/021.0.A.02	MANPOWER REPORTS	<p>A. AUTHORIZATION FILES</p> <p>Documents and supporting papers relating to the allocation of manpower spaces to successive echelons.</p> <p>2. All other offices/copies.</p>	<p>Temporary. Destroy when obsolete or superseded.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1]</p>		
03/021.0.B.01	MANPOWER REPORTS	<p>B. REPORTS</p> <p>Reports from Centers to NASA Headquarters concerning manpower, and all related papers.</p> <p>1. Centers.</p>	<p>Temporary. Destroy when 10 years old.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1] (N 1-37)</p>		
03/021.0.B.02	MANPOWER REPORTS	<p>B. REPORTS</p> <p>Reports from Centers to NASA Headquarters concerning manpower, and all related papers.</p>	<p>Temporary. Destroy when 2 years old.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1]</p>		

		2. Headquarters. (SEE ITEM 03/021.0.C.)		
03/021.0.C.01	MANPOWER REPORTS	C. HEADQUARTERS  Reports compiled from information received from Centers (See 03/021.0.B.)  1. Headquarters – Agency Level.	Permanent. OPR: transfer to the National Archives when 10 years old. [DA: N1-255-89-4] (N 1-38)	
03/021.0.C.02	MANPOWER REPORTS	C. HEADQUARTERS  Reports compiled from information received from Centers (See 03/021.0.B.)  2. All other offices/copies.	Temporary. Destroy when no longer needed for reference use, or when 5 years old, whichever is sooner. [DA: N1-255-89-4] [DA: N1-255-09-1]	
03/021.5	WORKFORCE ANALYSIS AND PLANNING RECORDS	Records about workforce planning and analysis, including succession planning, developed in support of executive-level and other agency planning initiatives.  Exclusion: Records maintained by executives responsible for policy formulation or other high-level actions. Schedule these on agency-specific schedules.	Temporary. Destroy 3 years after issuing each new plan. [GRS 2.2-020] DAA-GRS-2017-0007-0002	briefing materials; lists of functions and staff at key locations; planning and analysis models; planning data; studies and surveys
03/021.6	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.  Exclusion: Associated testing records. Those related to non-mission functions are covered by NRRS 03/033, Training Records. Those related to agency	Temporary. Destroy when business use ceases. [GRS 2.2-120] DAA-GRS-2017-0007-0018	

		mission functions may be scheduled by the agency.		
03/024.0	NASA OUTPLACEMENT PROGRAM	Applications, resumes, vacancy announcements and related correspondence.	Temporary. Destroy 2 years after registration. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 15-47)	
03/030.0	REEMPLOYMENT PRIORITY FILES	Applications, exceptions, and correspondence related to reemployment.	Temporary. Destroy when 2 years old. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 15-46)	
03/030.5	DISLOCATED WORKER	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	
03/033.0.A	TRAINING RECORDS/FILES – GENERAL	A. 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.  Excluding records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.	Temporary. Destroy or delete when 5 years old. [DA: N1-255-09-3] [DA: N1-255-09-1]	Note: For inputs into, outputs from, and documentation of Training e-systems, see the following items as appropriate: Schedules 01/078.0.G.06 (inputs and outputs) and 02/027.0.M.02 (documentation).
03/033.0.B.01	TRAINING RECORDS/FILES – GENERAL	B. TRAINING MATERIALS 1. 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)	Note: For inputs into, outputs from, and documentation of Training e-systems, see the following items as appropriate: Schedules 01/078.0.G.06 (inputs

		Excluding records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.		and outputs) and 02/027.0.M.02 (documentation).
03/033.0.B.02	TRAINING RECORDS/FILES – GENERAL	<p>B. TRAINING MATERIALS</p> <p>2. Routine training materials in any format, including but not limited to record copy of manuals, syllabuses, textbooks, and on-line packages.</p> <p>Excluding records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.</p>	<p>Temporary. Destroy when superseded or obsolete.</p> <p>[DA: N1-255-09-3] [DA: N1-255-09-1]</p>	<p>Note: For inputs into, outputs from, and documentation of Training e-systems, see the following items as appropriate: Schedules 01/078.0.G.06 (inputs and outputs) and 02/027.0.M.02 (documentation).</p>
03/033.0.C	TRAINING RECORDS/FILES – GENERAL	<p>C. With the exception of Astronaut training records covered by NRRS 8/34, 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.</p> <p>Excluding records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.</p>	<p>Temporary. Destroy or delete 5 years after separation of employee or when no longer needed, whichever comes first.</p> <p>[DA: N1-255-09-3] [DA: N1-255-09-1]</p>	<p>Note: For inputs into, outputs from, and documentation of Training e-systems, see the following items as appropriate: Schedules 01/078.0.G.06 (inputs and outputs) and 02/027.0.M.02 (documentation).</p>
03/033.0.E	TRAINING RECORDS/FILES – GENERAL	<p>E. All non-record copies, in any format, of records in 03/033.0.A, B, or C.</p> <p>Excluding records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.</p>	<p>Temporary. Delete or destroy when no longer needed.</p> <p>[DA: N1-255-09-3]</p>	<p>Note: For inputs into, outputs from, and documentation of Training e-systems, see the following items as appropriate: Schedules 01/078.0.G.06 (inputs and outputs) and 02/027.0.M.02 (documentation).</p>

03/039.0	AWARDS PUBLICITY FILES	Documents used in publicizing or encouraging participation in awards programs, including posters, cartoons, placards, and all other means of obtaining attention and announcing results of the programs and all other related papers.	Temporary. Destroy when 3 years old. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 15-14)
03/040.0.A	AWARDS AND PROGRAM FILES – EMPLOYEE	A. 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 when 2 years old or 2 years after award is approved or disapproved, whichever is later. [GRS 2.2-030] DAA-GRS-2017-0007-0003
03/040.0.E	AWARDS AND PROGRAM FILES – EMPLOYEE	E. DEPARTMENT LEVEL AWARD FILES 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.F	AWARDS AND PROGRAM FILES – EMPLOYEE	F. BENEFICIAL SUGGESTIONS Suggestions and reports made thereon and related to.	Temporary. Destroy when 2 years old. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 1-91)
03/040.0.G.01	AWARDS AND PROGRAM FILES – EMPLOYEE	G. SPACE FLIGHT AWARENESS PROGRAM AWARDS  1. Case file (in any format), including recommendations, approved nomination and related correspondence, for each award, such as Snoopy, Launch Honoree, and other Flight Awareness Program awards.	Temporary. Cutoff annually at end of calendar year the award was approved or disapproved. Destroy or delete 5 years after cutoff. [DAA-0255-2016-0004]

03/040.0.G.02	AWARDS AND PROGRAM FILES – EMPLOYEE	G. SPACE FLIGHT AWARENESS PROGRAM AWARDS  2. 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]	
03/040.5	EMPLOYEE SUGGESTIONS – GENERAL	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]	Note: For inputs into, outputs from, and documentation of Suggestion e-systems, see the following items as appropriate: Schedules 01/078.0.G.06 (inputs and outputs) and 02/014.0.D.02 (documentation).
03/041.0.A	POSITION DESCRIPTIONS	A. OFFICIAL RECORD COPY Copy held at Human Resources office.  Files describing established positions including information on title, series, grade, duties and responsibilities.	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.B	POSITION DESCRIPTIONS	B. ALL OTHER OFFICES/COPIES Includes copies in employee Official Personnel File (OPF), Unofficial Personnel File (UPF), and supervisor's personnel file.  Files describing established positions including information on title, series, grade, duties and responsibilities.	Temporary. Destroy in accordance with disposal instruction for associated file. [GRS 2.1-021]	



03/041.0.C	POSITION DESCRIPTIONS	C. ALL OTHER RELATED RECORDS  Files describing established positions including information on title, series, grade, duties and responsibilities.	Temporary. Destroy when position description is final. [GRS 2.1-022] DAA-GRS-2014-0002-0003	background material in Human Resources case file; case file at position's program office; other copies of records in item 03/041.0.A.
03/042.0.B.01	CLASSIFICATION RECORDS	B. APPEALS 1. 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.02	CLASSIFICATION RECORDS	B. APPEALS 2. Certificates of Classification Issued by OPM. 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.C	CLASSIFICATION RECORDS	C. 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	
03/046.0.A.01	PAYROLL RECORDS	A. ADMINISTRATIVE REPORT RECORDS Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.  1. Administrative correspondence between agency and payroll processor, and system reports used for agency workload and/or personnel management purposes.	Temporary. Destroy when 2 years old. [GRS 2.4-060] DAA-GRS-2016-0015-0006	

03/046.0.A.02	PAYROLL RECORDS	<p>A. ADMINISTRATIVE REPORT RECORDS Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.</p> <p>2. Payroll system reports providing fiscal information on agency payroll.</p>	<p>Temporary. Destroy when 3 years old or after GAO audit, whichever comes sooner. [GRS 2.4-061] DAA-GRS-2016-0015-0007</p>
03/046.0.B	PAYROLL RECORDS	<p>B. PAYROLL FILES INCLUDING:  Payroll Control Files Payroll Change Files</p>	<p>See schedule 9, Financial Management Records.</p>
03/048.0.A	TIME, ATTENDANCE, AND LEAVE RECORDS	<p>A. 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.</p>	<p>Temporary. Destroy when 3 years old. [GRS 2.4-030] DAA-GRS-2019-0004-0002</p>
03/048.0.B	TIME, ATTENDANCE, AND LEAVE RECORDS	<p>B. TELEWORK/REMOTE WORKSITE PROGRAM CASE FILES</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• agency/employee agreements</li> <li>• records such as questionnaires relating to the safety of the worksite</li> <li>• records documenting worksite safety and equipment; hardware, and software installation and use; and offsite use of secure, classified information or data subject to the Privacy Act or agencies' Personally Identifiable Information policies.</li> </ul>	<p>Temporary. Destroy when superseded or obsolete or 1 year after end of employee's participation in program, whichever is sooner. [GRS 2.3-040] DAA-GRS-2018-0002-0004</p>
03/048.0.C.01	TIME, ATTENDANCE, AND LEAVE RECORDS	<p>C. FAMILY MEDICAL LEAVE ACT</p> <p>1. Family Medical Leave Act Program Administrative Records</p>	<p>Temporary. Destroy 3 years after superseded or obsolete.</p>

		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.	[GRS 2.4-140] DAA-GRS-2016-0015-0019	
03/048.0.C.02	TIME, ATTENDANCE, AND LEAVE RECORDS	C. FAMILY MEDICAL LEAVE ACT 2. Family Medical Leave Act Individual Case Files	Temporary. Destroy 3 years after conclusion of leave being taken. [GRS 2.4-141] DAA-GRS-2016-0015-0020	eligibility notice given to employee; employee eligibility to participate in program; employee identification data; leave records; leave request, approval/non-approval; medical certifications; notice of employee rights and responsibilities, questions from employees about those rights and responsibilities, and responses to them; periodic reports of employee status and intent to return to work; records of disputes between employers and eligible employees regarding designation of leave as FMLA leave; records of pay basis, compensation terms, normal hours per pay period, additions to or deductions from wages, total compensation normally paid; records of premium payments of employee benefits
03/049.0.C.01	LEAVE RECORDS	C. DONATED LEAVE PROGRAM  1. Individual 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.02	LEAVE RECORDS	C. DONATED LEAVE PROGRAM	Temporary. Destroy when 3 years old.	publicity and program announcements; records of leave bank governing board

		2. Program Administrative Records  Records related to managing the program	[GRS 2.4-070] DAA-GRS-2016-0015-0008	award decisions; records of leave bank management; similar records not linked to individual employee participation; statistical and narrative report
03/052.0.A	LABOR MANAGEMENT RELATIONS RECORDS	Labor management relations agreement negotiation records.  Records relating to negotiations with labor unions. Includes: <ul style="list-style-type: none"> <li>• negotiation agreements</li> <li>• requests to bargain</li> <li>• bargaining session records/notes</li> <li>• correspondence, memoranda, forms</li> <li>• reports</li> <li>• other records relating to the negotiated agreements and general relationship between management, employee unions and other groups</li> </ul>	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.B	LABOR MANAGEMENT RELATIONS RECORDS	B. LABOR ARBITRATION  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.C.01	LABOR MANAGEMENT RELATIONS RECORDS	C. LABOR RELATION FILES Work Stoppages/Strikes Documents relating to work stoppages, strikes, and disputes affecting NASA contracts; includes strike reports, reports of work stoppages, correspondence, plans to settle disputes, and all related documents.  1. Headquarters	Permanent. Transfer to the National Archives when 10 years old. [DA: N1-255-89-4]	
03/052.0.C.02	LABOR MANAGEMENT RELATIONS RECORDS	C. LABOR RELATION FILES Work Stoppages/Strikes Documents relating to work stoppages, strikes, and disputes affecting NASA contracts; includes strike reports, reports of work	Temporary. Destroy when 5 years old. [DA: N1-255-89-4] [DA: N1-255-09-1]	

stoppages, correspondence, plans to settle disputes, and all related documents.

2. Centers

03/052.2	FEDERAL LABOR RELATIONS AUTHORITY (FLRA) 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; records of unfair labor practices proceedings; records of negotiability proceedings; records of review of arbitration awards.	Temporary. Destroy when 1 year old. [GRS 2.3-100] DAA-GRS-2018-0002-0011	agencies' statements of position, unions' responses, and agencies' counter-responses; challenges to the status of a labor organization; charges/allegations of unfair labor practices, amendments, and supporting evidence; complaints by FLRA Regional Director; determination of grounds for review; dismissals of petitions; decisions; orders; exceptions to arbitrators' award rendered pursuant to arbitrations; motions, responses, stipulations; oppositions to exceptions; petitions for review; petitions, notice of petitions, cross-petitions, motions; records documenting adequate showing of interest; records of charges/allegations investigation, including subpoenas; records of hearings; decisions and settlements; records of meetings, hearings, and prehearing conferences; records of post-petition conferences; statements of witnesses	
03/052.4	MERIT SYSTEMS PROTECTION BOARD (MSPB) CASE FILES	Civil Service Reform Act appeal case files involving actions appealable to MSPB per 5 CFR 1201.3.	Temporary. Destroy 3 years after final resolution of case. [GRS 2.3-080] DAA-GRS-2018-0002-0009	Exclusion: Corresponding case files at MSPB (must be scheduled by MSPB).	hearing notices, transcripts, testimony, briefs, and exhibits; MSPB final opinions, orders, and decisions; MSPB initial decisions; orders granting or denying intervention; petitions for appeal, agencies' responses to petitions; petitions for review, responses of opposing party to petition
03/052.5.A	ADVERSE IMPACT FILES	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	Temporary. Destroy when 3 years old. [GRS 2.1-170] DAA-GRS-2018-0008-0001	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	

		Uniform Guidelines on Employee Selection Procedures.		
		A. RECORDS REVEALING NO ADVERSE IMPACT		
03/052.5.B	ADVERSE IMPACT FILES	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.	Temporary. Destroy 2 years after eliminating the adverse impact. [GRS 2.1-171] DAA-GRS-2018-0008-0002	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
		B. RECORDS REVEALING AN ADVERSE IMPACT		
03/053.5.B	ANTI-HARASSMENT RECORDS	<p>B. Anti-Harassment Complaint Case Files</p> <p>Records of complaints regarding unwelcome workplace conduct, filed in accordance with agency policies and procedures. Includes:</p> <ul style="list-style-type: none"> <li>• complaint, correspondence, notes, forms, and supporting material</li> <li>• records of investigation, statements of witnesses</li> <li>• determination as to whether harassment occurred</li> <li>• documentation of preventive or corrective measures</li> </ul> <p>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.</p>	Temporary. Destroy when 7 years old. [GRS 2.3-050] DAA-GRS-2018-0002-0005	SORN - NASA 10HRCF
03/054	GRIEVANCE, DISCIPLINARY AND ADVERSE ACTION FILES	ADMINISTRATIVE GRIEVANCE FILES	Temporary. Destroy 7 years after case is closed.	

		<p>Administrative grievance, disciplinary, performance-based, and adverse action case files.</p> <ul style="list-style-type: none"> <li>• Records of grievances filed by covered entities (for instance, employees who are not members of a bargaining unit). Includes: <ul style="list-style-type: none"> <li>o statement of grievance, supporting documentation, and evidence</li> <li>o statements of witnesses, records of interviews and hearings</li> <li>o examiner’s findings, recommendations, decisions</li> </ul> </li> <li>• Records of disciplinary and performance-based actions against employees. Includes: <ul style="list-style-type: none"> <li>o performance appraisal, performance improvement plan, and supporting documents</li> <li>o recommended action, employee’s reply</li> <li>o records of hearings and decisions</li> <li>o records of appeals</li> </ul> </li> <li>• Records of adverse actions (suspension, removal, reduction in grade, reduction in pay, or furlough) against employees. Includes: <ul style="list-style-type: none"> <li>o proposed adverse action, employee's reply</li> <li>o statements of witnesses</li> <li>o records of hearings and decisions</li> <li>o letters of reprimand</li> <li>o records of appeals</li> </ul> </li> </ul>	[GRS 2.3-060] DAA-GRS-2018-0002-0006		
03/056.5.A.01	INJURY COMPENSATION FILES	A. 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.	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.	administrative determinations or court rulings; forms, reports, correspondence, claims; medical and investigatory records; payment records

		1. Copies of files forwarded to the Department of Labor for retention in their master Office of Workers' Compensation records			
03/056.5.A.02	INJURY COMPENSATION FILES	<p>A. 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.</p> <p>2. Files not forwarded to the Department of Labor for retention in their master Office of Workers' Compensation records.</p>	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.	administrative determinations or court rulings; forms, reports, correspondence, claims; medical and investigatory records; payment records
03/057.0.A.01	EMPLOYEE SEPARATION RECORDS	<p>A. SEPARATION PROGRAM MANAGEMENT RECORDS Records documenting the general work process to release career, temporary, and political-appointment employees from employment status.</p> <p>1. Records not specific to an agency separation initiative.</p>	Temporary. Destroy when no longer required for business use. [GRS 2.5-010] DAA-GRS-2014-0004-0001		exit interview compilations identifying and tracking trends; registers of separation or transfers such as SF-2807, SF-3103, or similar records; reports, correspondence, and control documents; retention registers and related records
03/057.0.A.02	EMPLOYEE SEPARATION RECORDS	<p>A. SEPARATION PROGRAM MANAGEMENT RECORDS Records documenting the general work process to release career, temporary, and political-appointment employees from employment status.</p> <p>2. Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs.</p>	Temporary. Destroy 2 years after date of program closure. [GRS 2.5-011] DAA-GRS-2014-0004-0002		exit interview compilations identifying and tracking trends; registers of separation or transfers such as SF-2807, SF-3103, or similar records; reports, correspondence, and control documents; retention registers and related records
03/057.0.B	EMPLOYEE SEPARATION RECORDS	B. INDIVIDUAL EMPLOYEE SEPARATION CASE FILES	Temporary. Destroy 1 year after date of separation or transfer.		certifications of removal/non-removal of government records; checklists of returned property; copy of leave record (see "Record



		<p>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.</p> <p>Exclusion: records required to be filed in employee's OPF are excluded from this item.</p>	<p>[GRS 2.5-020] DAA-GRS-2014-0004-0003</p>	<p>of employee leave," item 49.B of this schedule, for record copy) retained for agency use; exit clearances; exit interview records; 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; determination of settlement); 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 coverage, annuity estimates, assistance); records of counseling activities and outplacement services</p>
03/057.0.C	EMPLOYEE SEPARATION RECORDS	<p>C. RECORDS DOCUMENTING CAPTURE OF INSTITUTIONAL AND SPECIALIZED KNOWLEDGE</p> <p>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.</p> <p>Exclusion: Formal oral histories recorded with an employee before his/her departure are not covered by this item. These must be scheduled separately by the agency.</p>	<p>Temporary. Destroy when no longer required for business use.</p> <p>[GRS 2.5-030] DAA-GRS-2014-0004-0004</p>	
03/057.0.D	EMPLOYEE SEPARATION RECORDS	<p>D. INDIVIDUAL EMPLOYEE SEPARATION RECORDS REQUIRED TO BE PLACED IN SEPARATING EMPLOYEE'S OPF</p>	<p>File on left side (short term) or right side (long term) of the Official Personnel</p>	<p>designation of beneficiary; documentation of indebtedness; documentation of payment or repayment to, or refund from FERS or CSRS; documentation of</p>

		As identified in the Office of Personnel Management (OPM) Guide to Personnel Recordkeeping.	Folder (OPF), as appropriate. [GRS 2.5-040]	retirement-option elections and coverage; reason for separation (such as reduction in force); record of employee leave prepared upon transfer or separation; records of most recent performance ratings; resignation letter
03/057.0.E.01	EMPLOYEE SEPARATION RECORDS	<p>Phased retirement administrative records.</p> <p>Records related to managing the program, including:</p> <ul style="list-style-type: none"> <li>• procedural guidance on program administration</li> <li>• informational/marketing/publicizing materials</li> <li>• general correspondence</li> <li>• reports to OPM</li> <li>• memoranda of understanding (MOU) and significant documentation of bargaining unit negotiations</li> <li>• documentation of program structure and details as uniquely instituted by agency</li> </ul>	<p>Temporary. Destroy when 3 years old or 3 years after revision or replacement, as appropriate. [GRS 2.5-050] DAA-GRS-2016-0007-0001</p>	
03/057.0.E.02	EMPLOYEE SEPARATION RECORDS	<p>Phased retirement individual case files.</p> <p>Case files of individual employee participation in phased retirement, such as:</p> <ul style="list-style-type: none"> <li>• application for immediate retirement</li> <li>• evidence of eligibility</li> <li>• reviews/recommendations by supervisor and others</li> <li>• notice of approval or disapproval</li> <li>• retirement benefit estimates</li> <li>• annuity calculations</li> <li>• phased retirement agreement</li> <li>• records documenting knowledge transfer activities</li> <li>• confidentiality agreement with mentees</li> <li>• action/project plans and logs</li> </ul>	<p>Temporary. Destroy 1 year after employee participation concludes or the employee retires. [GRS 2.5-051] DAA-GRS-2016-0007-0002</p>	<p>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 03/057.0.B.</p>

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• correspondence

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03/058.0	UNEMPLOYMENT COMPENSATION DATA REQUEST FILES	Requests for wage and separation data to be used in connection with unemployment compensation claims, and related papers, including requests for information, notice of refusal of work offer, and related papers.	Temporary. Destroy when 2 years old. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 4-18)
03/059.0	MONETARY BENEFITS FILES	Documents relating to the origination, implementation or monitoring of employee benefits, such as Group Life Insurance and health plans, which have a cash value but are not a part of salary wages, or other direct compensation.	Temporary. Destroy when 5 years old. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 15-23)
03/059.5	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
03/059.7.A	TRANSPORTATIO N SUBSIDY PROGRAM ADMINISTRATIVE RECORDS	Records related to managing the program, including: <ul style="list-style-type: none"><li>• determining subsidy amount available to employees</li><li>• publicity and program announcements</li><li>• records of program-wide benefit delivery and receipt</li><li>• statistical and narrative reports</li><li>• similar records not linked to individual employee participation</li></ul>	Temporary. Destroy when 3 years old. [GRS 2.4-130] DAA-GRS-2016-0015-0017
03/059.7.B	TRANSPORTATIO N SUBSIDY PROGRAM	Case files of individual employee participation in transportation subsidy programs, such as:	Temporary. Destroy 2 years after employee participation concludes.

	INDIVIDUAL CASE FILES	<ul style="list-style-type: none"> <li>• applications and supporting documents</li> <li>• eligibility verification</li> <li>• notice of approval or denial of participation in program</li> <li>• participant training documentation</li> <li>• periodic estimates of transit expenses</li> <li>• record of individual benefit delivery and receipt</li> <li>• de-enrollment documents</li> <li>• settlement of outstanding debts by employee or Government when employee leaves program</li> </ul>	[GRS 2.4-131] DAA-GRS-2016-0015-0018
03/061.0.B	CHARITY DRIVES, CONTRIBUTIONS, AND OTHER ACTIVITIES	B. Records which document and serve as the basis for official actions.	Temporary. Destroy when 2 years old. [DA: N1-255-89-4] [DA: N1-255-09-1]
03/063.0.A	UTILIZATION OF PERSONNEL AUTHORITIES	A. 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.B	UTILIZATION OF PERSONNEL AUTHORITIES	B. 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

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#### Schedule 4: Property and Supply Records

These schedules cover records pertaining to the management of property. (Excluding real property. See Schedule 8). They include retention schedules from the National Archives General Records Schedules as well as NASA-specific retention authorities. All schedules with a temporary retention are considered media neutral, meaning they apply to both physical and electronic records. Consult NASA Records Management staff when dealing with records designated as permanent or for clarification in interpretation or application of these retention schedules.

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04/001.0	FOUND ON STATION FILES	Acceptance receipts and other documents supporting the discovery of property on a NASA installation.	Temporary. Destroy 3 years after final action. [Retention meets NASA business per SME's] [GRS 5.4-040] DAA-GRS-2016-0011-0004 (N 12-23)
04/002.0.A	REPORT OF SURVEY FILES	A. Files 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] (N 17-26)
04/002.0.B	REPORT OF SURVEY FILES	B. Report of survey files and other papers used as evidence for adjustment of inventory records and not otherwise covered in this Schedule.  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 when 3 years old or 3 years after superseded, as appropriate. [GRS 5.4-010] DAA-GRS-2016-0011-0001

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04/002.0.C	REPORT OF SURVEY FILES	C. All other office/copies  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 when obsolete or superseded, or 3 years old whichever is sooner. [DA: N1-255-89-4] [DA: N1-255-09-1]	
04/003.0	FACILITY, SPACE, EQUIPMENT, STOCK, AND SUPPLY ADMINISTRATIVE AND OPERATIONAL RECORDS	Records relating to administering and operating facilities, spaces, Federally owned and operated housing, equipment, stocks, and supplies.  Exclusion: If records pertain to export control items, the records should be disposed of in accordance with NRRS 02/007.5, EXPORT CONTROL PROGRAM RECORDS.	Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate. [GRS 5.4-010] [DAA-GRS-2016-0011-0001]	inventories of property, equipment furnishings, stock, and supplies; related correspondence; requests for space using Standard Form 81 or equivalent; space assignments and directories; statistical and narrative reports; studies
04/004.0	CAPITALIZED EQUIPMENT REGISTER	Register showing serial or inventory number of all capitalized equipment currently used or in storage at the Centers.	Temporary. Destroy on discontinuance of installation. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 18-7)	
04/005.0	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.	Temporary. Destroy when 3 years old. [GRS 1.1-040] DAA-GRS-2013-0003-0012	Contractor cost report re contractor-held-government-owned materials and parts; Cost accounting reports and data; Depreciation list/cost; Inventory accounting returns and reports; Invoices or equivalent papers used for inventory accounting purposes; Plant account cards and ledgers, other than those pertaining to structures; Working files used in accumulating inventory accounting data
04/007.5	PERSONAL PROPERTY ACCOUNTABILITY RECORDS	Records that document management and accountability of individual pieces of equipment, including their	Temporary. Retain for duration of equipment lifecycle, destroy upon disposal action.	

		<p>descriptions, acquisition costs, and assigned custodial responsibility.</p> <p>Exclusion: If records pertain to export controlled items, the records should be disposed of in accordance with NRRS 02/007.5, EXPORT CONTROL PROGRAM RECORDS.</p>	<p>[Retention meets NASA business needs per SMEs] [GRS 5.4-040] DAA-GRS-2016-0011-0004</p>
04/008.0.A	PROPERTY FILES	<p>A. PROPERTY PASS 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.</p> <p>Exclusion: If records pertain to export controlled items, the records should be disposed of in accordance with NRRS 02/007.5, EXPORT CONTROL PROGRAM RECORDS.</p>	<p>Temporary. Destroy 3 months after expiration or revocation. [GRS 5.6-040] DAA-GRS-2017-0006-0005</p>
04/008.0.B	PROPERTY FILES	<p>B. LOAN AGREEMENT FILES All documentation supporting loans of NASA personal property, including agreements, correspondence, and related documents. Loan agreements are between NASA Centers, organizations within a NASA Center, or between NASA and outside organizations.</p> <p>Exclusion: If records pertain to export controlled items, the records should be disposed of in accordance with NRRS 02/007.5, EXPORT CONTROL PROGRAM RECORDS.</p>	<p>Temporary. Destroy 3 years after the end of the fiscal year in which the property was returned. [Retention meets NASA business needs per SMEs] [GRS 5.4-040] DAA-GRS-2016-0011-0004</p>
04/008.0.C	PROPERTY FILES	<p>C. PROPERTY SHIPPING RECORDS Documents reflecting the movement of items to/from NASA Centers by a commercial shipper or contractor. Records are normally maintained in</p>	<p>Temporary. Destroy when 3 years old or 2 years after completion of shipping, whichever is later.</p>

		the NASA Center Shipping/Receiving organization.	[Retention meets NASA business needs per SMEs] [GRS 5.4-040] DAA-GRS-2016-0011-0004	
		Exclusion: If records pertain to export controlled items, the records should be disposed of in accordance with NRRS 02/007.5, EXPORT CONTROL PROGRAM RECORDS.		
04/009.0	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.	Temporary. Destroy 5 years after disposal of asset. [Retention meets NASA business needs per SMEs] [GRS 5.4-040] DAA-GRS-2016-0011-0004	destruction certificates; excess property inventories and lists; lists and other records identifying approved receivers of excess property; receipts of transfer, donation, or sale
04/009.5	ADMINISTRATIVE PROPERTY TRACKING	Data maintained in an electronic information system that reflects the essence of personal property records generated over the lifecycle of NASA property.	Temporary. Destroy 25 years after last system entry, or when no longer required for business purposes, whichever is later. [Retention meets NASA business needs per SMEs] [GRS 5.4-040] DAA-GRS-2016-0011-0004	
04/010.0	EXCESS PROPERTY	Copies of reports to GSA, correspondence and related papers regarding excess personal property.	Temporary. Destroy when 3 years old. [GRS 5.4-040] DAA-GRS-2016-0011-0004	
04/011.0	PLANT CLEARANCE FILES – CONTRACTOR EXCESS PROPERTY	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	Temporary. Destroy 3 years after year in which case is closed. [DA: N1-255-90-7] [DA: N1-255-09-1]	



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the Center Plant Clearance Officer by cost-type onsite contractors

Exclusion: If records pertain to export controlled items, the records should be disposed of in accordance with NRRS 02/007.5, EXPORT CONTROL PROGRAM RECORDS.

04/012.0.A.01	CONTROLLED MATERIAL FILES	A. Reports on allotments, unused balances, and related matters. 1. Office of primary responsibility.	Temporary. Destroy when 10 years old. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 17-15)
04/012.0.A.02	CONTROLLED MATERIAL FILES	A. Reports on allotments, unused balances, and related matters. 2. All other offices/copies.	Temporary. Destroy when 2 years old. [DA: N1-255-89-4] [DA: N1-255-09-1]
04/012.0.B.01	CONTROLLED MATERIAL FILES	B. Documents, ledgers, and similar documents used to control and account for controlled materials. 1. Office of primary responsibility	Temporary. Destroy when 10 years old. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 17-17)
04/012.0.B.02	CONTROLLED MATERIAL FILES	B. Documents, ledgers, and similar documents used to control and account for controlled materials. 2. All other offices/copies	Temporary. Destroy when 2 years old. [DA: N1-255-89-4] [DA: N1-255-09-1]
04/012.0.C	CONTROLLED MATERIAL FILES	C. Allotment case files used to control and account for controlled materials.	Temporary. Destroy when 5 years old. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 17-10)

## Schedule 5: Industrial Relations, Procurement, Grants, and Cooperative Agreement Records

These schedules cover records pertaining to acquisitions and procurement operations. See Schedule 9 for financial transaction records. They include retention schedules from the National Archives General Records Schedules as well as NASA-specific retention authorities. All schedules with a temporary retention are considered media neutral, meaning they apply to both physical and electronic records. Consult NASA Records Management staff when dealing with records designated as permanent or for clarification in interpretation or application of these retention schedules.

05/001.0.A	TRANSACTION RECORDS RELATED TO PROCURING GOODS AND SERVICES	<p>A. PROCUREMENT OR PURCHASE ORGANIZATION COPY (i.e. Official record held in the office of record)</p> <p>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</p>	<p>Temporary. Destroy 6 years after final payment or cancellation.</p> <p>[GRS 1.1-010] DAA-GRS-2013-0003-0001</p>	<p>competency certificates; contingent fee justifications; contracts; requisition; purchase orders; correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list; credit card/purchase card/charge card statements and supporting documentation; documentation of contractual administrative requirements submitted by contractors such as status reports; FAIR Act (A-76) records linked directly to specific procurement actions; interagency agreements; investigative reports concerning feasibility of unsolicited proposal(s); invoices (copy maintained as part of procurement file); leases; legal and financial instruments such as bond and surety records; memoranda of agreement (copy maintained as part of procurement file); Military Interdepartmental Purchase Requests (MIPRs); proposals, quotations, bids (accepted, rejected, unopened) for contracts (see 05/001.0.F for bids that are unsolicited and the subject of no further agency action).; solicitations/requests for bids, quotations or proposals for contracts (including cancelled solicitations); vendor tax exemption records</p>
05/001.0.E.01	TRANSACTION RECORDS RELATED TO PROCURING	<p>E. UNIQUE PROCUREMENT FILES</p> <p>1. Unique procurement files located in regional FRC's that are appraised as</p>	<p>Permanent. Transfer to the National Archives at time of</p>	<p>competency certificates; contingent fee justifications; contracts; requisition; purchase orders; correspondence and papers pertaining to award, administration,</p>

	GOODS AND SERVICES	<p>having permanent value by the National Archives.</p> <p>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.</p>	<p>NARA appraisal or when 10 years old. [DA: N1-255-94-2]</p>	<p>receipt, inspection of and payment for goods and services in this list; credit card/purchase card/charge card statements and supporting documentation; documentation of contractual administrative requirements submitted by contractors such as status reports; FAIR Act (A-76) records linked directly to specific procurement actions; interagency agreements; investigative reports concerning feasibility of unsolicited proposal(s); invoices (copy maintained as part of procurement file); leases; legal and financial instruments such as bond and surety records; memoranda of agreement (copy maintained as part of procurement file); Military Interdepartmental Purchase Requests (MIPRs); proposals, quotations, bids (accepted, rejected, unopened) for contracts (see 05/001.0.F for bids that are unsolicited and the subject of no further agency action).; solicitations/requests for bids, quotations or proposals for contracts (including cancelled solicitations); vendor tax exemption records</p>
05/001.0.E.02	TRANSACTION RECORDS RELATED TO PROCURING GOODS AND SERVICES	<p>E. UNIQUE PROCUREMENT FILES</p> <p>2. Selected case (by the AA for Procurement) that set precedent or are unusual and pertain to purchases of spacecraft or major innovations in intra-atmospheric flight, high speed research aircraft, etc.</p> <p>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</p>	<p>Permanent. Transfer to the National Archives 10 years after final payment. [DA: N1-255-94-2]</p>	<p>competency certificates; contingent fee justifications; contracts; requisition; purchase orders; correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list; credit card/purchase card/charge card statements and supporting documentation; documentation of contractual administrative requirements submitted by contractors such as status reports; FAIR Act (A-76) records linked directly to specific procurement actions; interagency agreements; investigative reports concerning feasibility of unsolicited proposal(s); invoices (copy maintained as</p>

				part of procurement file); leases; legal and financial instruments such as bond and surety records; memoranda of agreement (copy maintained as part of procurement file); Military Interdepartmental Purchase Requests (MIPRs); proposals, quotations, bids (accepted, rejected, unopened) for contracts (see 05/001.0.F for bids that are unsolicited and the subject of no further agency action).; solicitations/requests for bids, quotations or proposals for contracts (including cancelled solicitations); vendor tax exemption records
05/001.0.F	TRANSACTION RECORDS RELATED TO PROCURING GOODS AND SERVICES	<p>F. BIDS AND PROPOSALS NEITHER SOLICITED NOR ACCEPTED. Bids and proposals that are both unsolicited and the subject of no further agency action.</p> <p>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</p>	<p>Temporary. Destroy when no longer required for business use. [GRS 1.1-012] DAA-GRS-2016-0001-0001</p>	<p>competency certificates; contingent fee justifications; contracts; requisition; purchase orders; correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list; credit card/purchase card/charge card statements and supporting documentation; documentation of contractual administrative requirements submitted by contractors such as status reports; FAIR Act (A-76) records linked directly to specific procurement actions; interagency agreements; investigative reports concerning feasibility of unsolicited proposal(s); invoices (copy maintained as part of procurement file); leases; legal and financial instruments such as bond and surety records; memoranda of agreement (copy maintained as part of procurement file); Military Interdepartmental Purchase Requests (MIPRs); proposals, quotations, bids (accepted, rejected, unopened) for contracts (see 05/001.0.F for bids that are unsolicited and the subject of no further agency action).; solicitations/requests for bids, quotations or proposals for contracts</p>

				(including cancelled solicitations); vendor tax exemption records
05/001.0.G	TRANSACTION RECORDS RELATED TO PROCURING GOODS AND SERVICES	G. ALL OTHER OFFICES/COPIES OF ANY RECORDS DESCRIBED ABOVE.  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	Temporary. Destroy when business use ceases. [GRS 1.1-011] DAA-GRS-2013-0003-0002	competency certificates; contingent fee justifications; contracts; requisition; purchase orders; correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list; credit card/purchase card/charge card statements and supporting documentation; documentation of contractual administrative requirements submitted by contractors such as status reports; FAIR Act (A-76) records linked directly to specific procurement actions; interagency agreements; investigative reports concerning feasibility of unsolicited proposal(s); invoices (copy maintained as part of procurement file); leases; legal and financial instruments such as bond and surety records; memoranda of agreement (copy maintained as part of procurement file); Military Interdepartmental Purchase Requests (MIPRs); proposals, quotations, bids (accepted, rejected, unopened) for contracts (see 05/001.0.F for bids that are unsolicited and the subject of no further agency action).; solicitations/requests for bids, quotations or proposals for contracts (including cancelled solicitations); vendor tax exemption records
05/004.0.A	VENDOR AND BIDDER INFORMATION	A. APPROVED Records of all approved vendors and bidders.  Documentation of approved, suspended, and debarred vendors and bidders.  Exclusion: General Services Administration (GSA) maintains the	Temporary. Destroy 3 years after removal from approved status. [GRS 1.1-071] DAA-GRS-2016-0001-0005	

		<p>official government-wide System for Award Management (SAM.gov) that contains vendor information (i.e., Bidders' lists) and also a database of debarments, suspensions, and other exclusionary actions. This retention schedule is ONLY for any bidders' lists maintained outside of and separate from the GSA system.</p>	
05/004.0.B.01	VENDOR AND BIDDER INFORMATION	<p>B. DEBARRED AND SUSPENDED</p> <p>1. Records of suspension and debarments for violation of the Drug-free Workplace Act.</p> <p>Documentation of approved, suspended, and debarred vendors and bidders.</p> <p>Exclusion: General Services Administration (GSA) maintains the official government-wide System for Award Management (SAM.gov) that contains vendor information (i.e., Bidders' lists) and also a database of debarments, suspensions, and other exclusionary actions. This retention schedule is ONLY for any bidders' lists maintained outside of and separate from the GSA system.</p>	<p>Temporary. Destroy 5 years after removal from approved status. [GRS 1.1-070] DAA-GRS-2016-0001-0004 (N 17-7)</p>
05/004.0.B.02	VENDOR AND BIDDER INFORMATION	<p>B. DEBARRED AND SUSPENDED</p> <p>2. Records of all other suspensions and debarments.</p> <p>Documentation of approved, suspended, and debarred vendors and bidders.</p> <p>Exclusion: General Services Administration (GSA) maintains the official government-wide System for Award Management (SAM.gov) that</p>	<p>Temporary. Destroy 3 years after removal from approved status. [GRS 1.1-071] DAA-GRS-2016-0001-0005</p>

contains vendor information (i.e., Bidders' lists) and also a database of debarments, suspensions, and other exclusionary actions. This retention schedule is ONLY for any bidders' lists maintained outside of and separate from the GSA system.

05/005.0.A	GENERAL PROCUREMENT CORRESPONDENC E	<p>A. HEADQUARTERS</p> <p>Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. Procurement management survey files, including correspondence and reports concerning surveys of procurement management.</p>	<p>Temporary. Retain until reference value ceases; then destroy. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 17-48)</p>
05/005.0.B	GENERAL PROCUREMENT CORRESPONDENC E	<p>B. CENTERS AND ALL OTHER OFFICES/COPIES</p> <p>Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. Procurement management survey files, including correspondence and reports concerning surveys of procurement management.</p>	<p>Temporary. Destroy when 3 years old. [GRS 1.1-001] DAA-GRS-2016-0013-0001</p>
05/006.0	CONTRACT LEGAL ADVICE	<p>Documents pertaining to pre-award contract advice concerning patent, copyright, and technical data matters.</p>	<p>Temporary. Destroy with related contract or when 25 years old, whichever is later. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-7)</p>
05/008.0	CONTRACT ADMINISTRATION OF PATENT AND NEW	<p>Documents pertaining to actual administration of patent and new technology clauses in contracts especially pertaining to reporting and</p>	<p>Temporary. Cutoff after contract close-out. Destroy when 20 years old.</p>

	TECHNOLOGY CLAUSES	processing of inventions required to be reported.	[DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-8)	
05/010.0	PROCUREMENT ACTION REPORT	Documents relating to the reporting system designed to provide statistics concerning placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contractor settlement, semi-annual, consolidated, and summary reports, and related correspondence.	Temporary. Destroy when 2 years old. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 17-11)	
05/013.0.A	SOURCE EVALUATION BOARD (SEB) FILES	A. ESTABLISHMENT OF BOARD INCLUDING RECORDS CREATED Records and correspondence concerning the competitive solicitation, evaluation, and selection of a contractor to perform a major negotiated contract, including designation of board members, rules for board operations, committee appointments, minutes of all committee and board meetings; records on the evaluation process, criteria, specifications; bidder proposals, and reports of committee actions and findings, including backup material and final SEB reports to the Administrator.	Temporary. Maintain as an integral unit. Retire and destroy with the related contract file. See NRRS 05/001.0.E.01 of this Schedule, if contract is precedent setting or unique. Retiring activities place destruction date on the SF 135. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 17-39)	
05/013.0.B	SOURCE EVALUATION BOARD (SEB) FILES	B. ACTIONS OF THE ADMINISTRATOR (OR HIS DESIGNEE) Records and correspondence concerning deliberations and actions of the Administrator or his designee and other officials participating in these actions relating to the final selection of the contractor based on the SEB's report and presentation(s).	Temporary. Destroy 6 years after the fiscal year in which the selection took place. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-21)	Note: These files are separate from the Board's files set forth above in A.



05/016.0	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).	Temporary. Destroy when 3 years old. [GRS 1.1-100] DAA-GRS-2018-0003-0002	communications with the Small Business Administration Enforcement Ombudsman, per Public Law 104-121, section 30(b)(2); complaints and responses to them; correspondence; data reported to and gathered from central reporting systems [Note: the systems are scheduled by their owners, not the GRS]; event evaluations, surveys, and other customer feedback; forecasting and studies; 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; program director's recommendations to contracting officers regarding awards; records documenting receipt and referral of unsolicited proposals or small business capability statements containing proprietary or confidential contractor information; records of outreach events such as workshops, conferences, specialized vendor outreach sessions, and award ceremonies; reviews of proposed agency acquisitions for bundling and small business contracting opportunities; Small Business Administration requests or recommendations regarding set-aside of contracts or requirements or changes in acquisition strategies; spending management and goals; subcontracting and performance reports
05/017.0.A	LICENSING OF NASA-OWNED INVENTIONS (DOMESTIC AND FOREIGN)	A. LICENSE GRANTS	Temporary. Destroy when 25 years old. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-10)	

05/017.0.B	LICENSING OF NASA-OWNED INVENTIONS (DOMESTIC AND FOREIGN)	B. INQUIRIES about commercial rights and licensing program.	Temporary. Destroy when 2 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]
05/018.0.A	PATENTS (ALSO SEE SCHEDULE 2)	A. INFRINGEMENT 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] (N 13-11)
05/018.0.B	PATENTS (ALSO SEE SCHEDULE 2)	B. LICENSES RECEIVED ON PATENTS OR PATENT APPLICATIONS HEADQUARTERS ONLY - (Office of General Counsel)	Temporary. Cutoff after license is no longer active. Destroy when 10 years old. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-12)
05/020.0	CONTRACTORS' PAYROLL	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 (N 17-41)
05/023.0	R&D CONTRACT REFERENCE FILE	Consisting of copies of R&D contracts associated with the accomplishment of the program with changes, modifications, or addenda thereto.	Temporary. Destroy after completion or cancellation of program. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 24-15)
05/027.0.A	CONTRACTOR LABOR RELATIONS - EQUAL EMPLOYMENT OPPORTUNITY	A. CONTRACTOR EEO COMPLIANCE RECORDS  Records documenting contractor compliance with EEO regulations. Reviews, background documents, and	Temporary. Destroy when 7 years old. [GRS 2.3-120] DAA-GRS-2018-0002-0014 (N 17-37)

	(EEO) RECORDS (INDUSTRY)	correspondence relating to contractor employment practices.	
05/027.0.C	CONTRACTOR LABOR RELATIONS - EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS (INDUSTRY)	C. EEO CLEARANCE PAPERS Memoranda or other documentation from EEO clearing or approving a contractor for compliance with nondiscrimination contract clauses.	Temporary. Destroy with related contract. [DA: N1-255-94-2] [DA: N1-255-09-1]
05/028.0	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] (N 20-7)
05/029.0	EVALUATION FILES	Case files on evaluations made by the Headquarters R&QA Office.	Temporary. Destroy 6 years after completion. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-1)
05/030.0.A	R&QA AUDITS, SURVEYS, AND REPORTS	A. 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] (N 20-11)
05/030.0.B	R&QA AUDITS, SURVEYS, AND REPORTS	B. 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. [DA: N1-255-94-2] [DA: N1-255-09-1]
05/030.0.C.01	R&QA AUDITS, SURVEYS, AND REPORTS	C. Quality Surveillance Records/System (QSR)	Temporary. Destroy original QSR's when 2 years old.

		1. 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.	[DA: N1-255-94-2] [DA: N1-255-09-1]
05/030.0.C.02	R&QA AUDITS, SURVEYS, AND REPORTS	C. Quality Surveillance Records/System (QSR) 1. 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. 2. Copies of items in 1. above.	Temporary. Destroy when 6 months old. [DA: N1-255-94-2] [DA: N1-255-09-1]
05/031.0.A.01	INSPECTION AND PROOF REPORT(S)	A. Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components.  1. Paper. Recordkeeping copy.	Temporary. Destroy 3 years after completion of final production order for the related component. [DA: N1-255-99-2] [DA: N1-255-09-1] (N 20-6)
05/031.0.A.02	INSPECTION AND PROOF REPORT(S)	A. Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components.  2. Electronic media. (magnetic tapes, OD, CD ROM.)	Temporary. Destroy/Recycle 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.03	INSPECTION AND PROOF REPORT(S)	A. Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components.	Temporary. Destroy 3 years after completion of final production order for the related component. [DA: N1-255-99-2] [DA: N1-255-09-1]

3. Photographs.

05/031.0.B	INSPECTION AND PROOF REPORT(S)	B. Copies of contracts, purchase orders, and related papers pertaining to Government Source Inspection requirements and Procurement Surveillance findings.	Temporary. Dispose of in accordance with Schedule 05/001. [DA: N1-255-94-2] [DA: N1-255-09-1]	
05/031.0.C	INSPECTION AND PROOF REPORT(S)	C. 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.D	INSPECTION AND PROOF REPORT(S)	<p>A. Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components.</p> <ol style="list-style-type: none"> <li>1. Paper. Recordkeeping copy.</li> <li>2. Electronic media. (magnetic tapes, OD, CD ROM.)</li> <li>3. Photographs.</li> </ol> <p>B. Copies of contracts, purchase orders, and related papers pertaining to Government Source Inspection requirements and Procurement Surveillance findings.</p> <p>C. Copies of construction contracts and purchase orders relating to non-significant files, including drawings and quality requirements/inspections. Note: The records identified in this item are not necessary for final payment or closure of the contract file.</p> <p>D. Copies of incidental documents in task files such as shop notes and</p>	Temporary. Destroy or delete when no longer needed or when 1 year old, whichever is sooner. [DA: N1-255-99-2]	

		inspection request, etc. relating to Inspection and Proof Reports not covered in A, B, and C above.	
05/032.0	MANUFACTURING CONTROL FILES	Work orders, job orders, turn-in slips, estimate sheets, production reports and other papers relating to the scheduling, dispatch, follow up, and control of items to be manufactured.	Temporary. Destroy 3 years after completion of related work. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-8)
05/033.0	TECHNICAL FILES	Technical records/files on R&QA contracts issued by office.	Temporary. Destroy when 4 years old. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-4)
05/034.0	PARTS PROGRAM MANAGEMENT FILES	Parts program management, including Red Flag Reports, discrete and microelectronics parts, and parts data systems.	Temporary. Cutoff after completion of project. Destroy when 4 years old. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-3)
05/035.0.A.01	MANUFACTURING QUALITY CONTROL FILES	A. INSPECTION AND RESOLUTION RECORDS 1. Documents such as in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers.  Documents maintained for detection, prevention, and control of manufacturing defects.	Temporary. Destroy 3 years after completion of final production order for the related component. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-5)
05/035.0.A.02	MANUFACTURING QUALITY CONTROL FILES	A. INSPECTION AND RESOLUTION RECORDS 2. 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]

		Documents maintained for detection, prevention, and control of manufacturing defects.			
05/036.0	WAIVERS - PATENTS	Case files on petitions for waiver of patents, and all related documentation and papers.	Temporary. Destroy when 25 years old. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-19)		
05/037.0.A.01	GRANT AND COOPERATIVE AGREEMENT CASE FILES	1. SUCCESSFUL GRANT AND COOPERATIVE AGREEMENT APPLICATIONS Case files of the records listed in description above.  Official record of applicant case files held in the office of record. Case files containing records relating to the individual grant or cooperative agreements.	Temporary. Destroy 10 years after final action is taken on file. [GRS 1.2-020] DAA-GRS-2013-0008-0001	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 records.  (See Schedule 9 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.)	amendment requests and actions, if any; audit reports and/or other monitoring or oversight documentation; evaluation reports, panelist comments, review ratings or scores; final architectural and infrastructure drawings for facilities grants; Notice of Grant Award or equivalent and grant terms and conditions; periodic and final performance reports (progress, narrative, financial); proposals, applications, forms, and budget documents; state plans/certifications/assertions, if any (including 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); summary reports and the like
05/037.0.A.02	GRANT AND COOPERATIVE AGREEMENT CASE FILES	2. UNSUCCESSFUL GRANT AND COOPERATIVE AGREEMENT APPLICATIONS Records consist of solicited/unsolicited bids/proposals including applications, correspondence, external and internal peer reviews, and other records relating to unsuccessful (rejected or withdrawn) applications.	Temporary. Destroy 3 years after final action is taken on files. [GRS 1.2-021] DAA-GRS-2013-0008-0006	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	amendment requests and actions, if any; audit reports and/or other monitoring or oversight documentation; evaluation reports, panelist comments, review ratings or scores; final architectural and infrastructure drawings for facilities grants; Notice of Grant Award or equivalent and grant terms and conditions; periodic and final performance reports (progress, narrative, financial); proposals,

		Official record of applicant case files held in the office of record. Case files containing records relating to the individual grant or cooperative agreements.		center records manager to propose a records schedule to cover those records.  (See Schedule 9 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.)	applications, forms, and budget documents; state plans/certifications/assertions, if any (including 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); summary reports and the like
05/037.0.A.03	GRANT AND COOPERATIVE AGREEMENT CASE FILES	3. ALL OTHER COPIES  Official record of applicant case files held in the office of record. Case files containing records relating to the individual grant or cooperative agreements.	Temporary. Destroy when business use ceases. [GRS 1.2-022] DAA-GRS-2013-0008-0002	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 records.  (See Schedule 9 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.)	amendment requests and actions, if any; audit reports and/or other monitoring or oversight documentation; evaluation reports, panelist comments, review ratings or scores; final architectural and infrastructure drawings for facilities grants; Notice of Grant Award or equivalent and grant terms and conditions; periodic and final performance reports (progress, narrative, financial); proposals, applications, forms, and budget documents; state plans/certifications/assertions, if any (including 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); summary reports and the like
05/037.0.B.01	GRANT AND COOPERATIVE AGREEMENT CASE FILES	B. GRANT AND COOPERATIVE AGREEMENT PROGRAM MANAGEMENT RECORDS 1. Memoranda, studies, reports, forms, and other records relating to the establishment of program, its	Temporary. Destroy when superseded, obsolete. [DA: N1-255-94-2]	(Note: Policies/Procedures that are part of the Formal Directives System are covered in Schedule 01/072.)	



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policies and basic procedures, and the management and evaluation of grants.

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 records.

(See Schedule 9 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.)

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05/037.0.B.02

GRANT AND COOPERATIVE AGREEMENT CASE FILES

B. GRANT AND COOPERATIVE AGREEMENT PROGRAM MANAGEMENT RECORDS  
2. 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

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 records.

(See Schedule 9 for records related to financial transactions stemming from

				activities of agency grant and cooperative agreement programs.)
05/037.0.C	GRANT AND COOPERATIVE AGREEMENT CASE FILES	<p>C. FINAL GRANT AND COOPERATIVE AGREEMENT PRODUCTS OR DELIVERABLES</p> <p>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, or prototype); software or computer code.</p>	<p>Temporary. Destroy when business use ceases.</p> <p>[GRS 1.2-030] DAA-GRS-2013-0008-0003</p>	<p>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.</p> <p>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 records.</p> <p>(See Schedule 9 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.)</p>
05/039.0	ITEM PRICING FILES	<p>Documents used in determining standard prices for use in obtaining improved pricing on purchases and accounting for the sale and issue of items.</p>	<p>Temporary. Destroy when superseded, obsolete, no longer needed for reference,</p>	

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Exclusion: Item Pricing Files kept as part of the procurement/contract case file are maintained as part of NRRS 05/001.0.A. This item is ONLY for item pricing files that are NOT maintained as part of the procurement/contract case file.

or when 3 years old, whichever is later.  
[DA: N1-255-94-2]  
[DA: N1-255-09-1] (N 17-34)

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## Schedule 6: Transportation Records

These schedules cover records pertaining to the movement of goods and fleet vehicle management. They include retention schedules from the National Archives General Records Schedules as well as NASA-specific retention authorities. All schedules with a temporary retention are considered media neutral, meaning they apply to both physical and electronic records. Consult NASA Records Management staff when dealing with records designated as permanent or for clarification in interpretation or application of these retention schedules.

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06/001.0.A	PREPAID BILLS OF LADING	A. INBOUND SHIPMENTS Documents relating to inbound shipments where freight charges are prepaid by the shipper. Included are receiving documents, commercial bills of lading, freight bills, transit privilege bills of lading cross-reference sheets, similar documents, and related correspondence.	Temporary. Destroy when 2 years old. [DA: N1-255-89-4] (N 22-8)
06/001.0.B	PREPAID BILLS OF LADING	B. OUTBOUND SALVAGE Documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment.	Temporary. Destroy when 1 year old. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 22-7)
06/001.0.C	PREPAID BILLS OF LADING	C. ALL OTHER COPIES	Temporary. Destroy when obsolete, superseded, or when 2 years old whichever is sooner. [DA: N1-255-89-4] [DA: N1-255-09-1]
06/002.0.A	FREIGHT FILES (SHIPPING)	A. Issuing office copies of Government or commercial bills of lading commercial passenger transportation vouchers (SF 1113A) and transportation requests (SF 1169), travel authorizations and supporting documents.  Records relating to freight consisting of export certificates, transit	Temporary. Destroy 6 years after final payment or cancellation. [GRS 1.1-010] DAA-GRS-2013-0003-0001

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certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.

06/002.0.B

FREIGHT FILES  
(SHIPPING)

B. Records covering payment for freight/transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the charges for which are published in tariffs lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to Section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs, EXCLUDING those covered by item 2D of this schedule.

Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including

Temporary. Destroy 6 years after final payment or cancellation.  
[GRS 1.1-010] DAA-GRS-2013-0003-0001

		records relating to the shipment of household goods.	
06/002.0.C	FREIGHT FILES (SHIPPING)	<p>C. Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by Item 2D of this schedule.</p> <p>Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.</p>	<p>Temporary. Destroy 6 years after final payment or cancellation. [GRS 1.1-010] DAA-GRS-2013-0003-0001</p>
06/002.0.G	FREIGHT FILES (SHIPPING)	<p>G. All other offices/copies.</p> <p>Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.</p>	<p>Temporary. Destroy when 1 year old. [DA: N1-255-89-4] [DA: N1-255-09-1]</p>

06/003.0	CARRIER RATE TENDER FILES	Documents relating to solicited or unsolicited tenders or reduced rates and/or tariffs submitted by commercial carriers for the transportation of freight.	Temporary. Destroy 1 year after rates or tariffs become superseded or rescinded. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 22-10)
06/004.0	FREIGHT RATE NEGOTIATION FILES	Documents relating to negotiations with carriers or carrier's associations on transportation rates, freight classifications, and similar matters.	Temporary. Destroy when superseded, obsolete, or when no longer required for current operations or when 3 years old, whichever is later. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 22-11)
06/005.0	TRAFFIC MANAGEMENT FEASIBILITY STUDIES	Reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.	Temporary. Destroy when study becomes obsolete, superseded, or when 3 years old, whichever is later. [DA: N1-255-89-4] [DA: N1-255-09-1]
06/006.0	LOST, DESTROYED, OR DAMAGED, SHIPMENT FILES	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
06/007.0	SHIPMENT OF HAZARDOUS/RAD	Shipping forms and all related records concerning the shipment of	Temporary. Destroy when 13 years old. [DA: N1-255-89-4]

	IOACTIVE MATERIALS	hazardous/toxic wastes and radioactive materials.	[DA: N1-255-09-1] (N 21-10)	
06/008.0	MOTOR CARRIERS' EXPLOSIVE OPERATING AUTHORITY	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] (N 22-12)	
06/009.0	SIZE AND WEIGHT LIMITS-HIGHWAY	Documents relating to individual state requirements regarding size and weight of vehicles permitted to travel state highways.	Temporary. Destroy 1 year after requirements are superseded or rescinded. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 22-13)	
06/010.0	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.	Temporary. Destroy 3 years after completion of move. * Also see items 7, 8, and 9 of this schedule. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 22-15)	
06/011.0.B	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	B. PARKING PERMIT CONTROL FILES Documents relating to the administration and allotment of parking spaces and used to control the issuance and withdrawal of permits and record violations by holders of permits.	Temporary. Destroy upon transfer or separation of permit holder or when permit is superseded or revoked, whichever is sooner. [DA: N1-255-89-4]	SORN - NASA 10PATS



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[DA: N1-255-09-1] (N 12-25)

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06/011.0.D.02	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	D. VEHICLE AND VESSEL ACCIDENT AND INCIDENT RECORDS 2. Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including: <ul style="list-style-type: none"><li>• Standard Form 91, Motor Vehicle Accident Report</li><li>• Standard Form 94, Statement of Witness</li><li>• Standard Form 95, Claim for Damage, Injury, or Death</li><li>• copies of investigative reports (see Exclusion for original investigative reports)</li></ul>	Temporary. Destroy 3 years after case is closed. [GRS 5.4-140] DAA-GRS-2016-0011-0017	SORN - NASA 10PATS
06/011.0.H	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	H. DAILY UTILIZATION RECORDS Documents completed by dispatcher and operator to provide information relative to the daily use of vehicle(s).	Temporary. Destroy after required transfer of information to other records, unless required for accident investigation (see Item 11D(2)) or tax purposes, otherwise, destroy when 3 years old whichever is sooner. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 14-10)	SORN - NASA 10PATS
06/011.0.I	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	I. MOTOR VEHICLE AND VESSEL INSPECTION, MAINTENANCE, AND SERVICE RECORDS Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft.	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.	descriptions of provided service and repair, and related papers; work orders, service and repair requisitions, and logs

			[GRS 5.4-090] DAA-GRS-2016-0011-0011	
06/011.0.K	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	K. VEHICLE COST FILES Motor vehicle ledger and worksheets providing cost and expense data.	Temporary. Destroy 3 years after discontinuance of ledger or date of worksheet. [GRS 5.4-090] DAA-GRS-2016-0011-0011	SORN - NASA 10PATS
06/011.0.N	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	N. ALL OTHER OFFICES/RECORDS Records maintained by office other than the office of primary responsibility for operation, management, and control over agency vehicles and motor vehicle records.	Temporary. Destroy when no longer needed, or when 1 year old whichever is sooner. [DA: N1-255-89-4] [DA: N1-255-09-1]	SORN - NASA 10PATS
06/012.0	GOVERNMENT MOTOR VEHICLE OPERATORS PERMIT RECORDS	Records in this system consist of NASA employees, contractor employees other Federal and state government employees, their names, home address Social Security Numbers, physical description of individual, physical condition of individual, parking permit numbers, and traffic record.	Temporary. Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner. [GRS 5.4-110] DAA-GRS-2016-0011-0014	SORN - NASA 10GMVP

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## Schedule 7: Program Formulation Records

These schedules cover records pertaining to budget formulation and aircraft maintenance and operations. They include retention schedules from the National Archives General Records Schedules as well as NASA-specific retention authorities. All schedules with a temporary retention are considered media neutral, meaning they apply to both physical and electronic records. Consult NASA Records Management staff when dealing with records designated as permanent or for clarification in interpretation or application of these retention schedules.

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07/019.0.A.01	FINANCIAL REPORTS - CONTRACTS AND GRANTS	A. HEADQUARTERS: OPR Copy 1. June issue  Consolidated Agencywide reports of financial and statistical data covering NASA contracts and grants.	Temporary. Destroy 10 years after fiscal year to which they pertain. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 7-9)
07/019.0.A.02	FINANCIAL REPORTS - CONTRACTS AND GRANTS	A. HEADQUARTERS: OPR Copy 2. All other issues  Consolidated Agencywide reports of financial and statistical data covering NASA contracts and grants.	Temporary. Destroy 2 years after fiscal year to which they pertain. [DA: N1-255-94-3] [DA: N1-255-09-1]
07/019.0.B	FINANCIAL REPORTS - CONTRACTS AND GRANTS	B. ALL OTHER COPIES/OFFICES.  Consolidated Agencywide reports of financial and statistical data covering NASA contracts and grants.	Temporary. Destroy as soon as active reference value ceases or when 2 years old, whichever is sooner. [DA: N1-255-94-3] [DA: N1-255-09-1]
07/021.0.A	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	A. Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule. Excluding files relating to Agency policy and procedure maintained in formally organized budget offices.	Temporary. Destroy when 3 years old. [GRS 1.3-050] DAA-GRS-2015-0006-0007 (N 7-8)
07/021.0.B.01	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	B. Recurring reports of scientific research and development activities. 1. Headquarters.	Temporary. Destroy when 8 years old. [DA: N1-255-94-3]

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	ORTIONMENT FILES		[DA: N1-255-09-1]
07/021.0.B.02	BUDGET AND PROGRAMMING RESOURCES/APP ORTIONMENT FILES	B. Recurring reports of scientific research and development activities. 2. 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.01	BUDGET AND PROGRAMMING RESOURCES/APP ORTIONMENT FILES	C. Special Studies. 1. 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.02	BUDGET AND PROGRAMMING RESOURCES/APP ORTIONMENT FILES	C. Special Studies. 2. 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.D.01	BUDGET AND PROGRAMMING RESOURCES/APP ORTIONMENT FILES	D. Apportionment and reapportionment schedules and memoranda schedules proposing obligations, transfers, etc., under each appropriation. 1. Headquarters.	Temporary. Destroy 6 years after the close of the fiscal year. [GRS1.3-020] DAA-GRS-2015-0006-0002 (N 7-2)
07/021.0.D.02	BUDGET AND PROGRAMMING RESOURCES/APP ORTIONMENT FILES	D. Apportionment and reapportionment schedules and memoranda schedules proposing obligations, transfers, etc., under each appropriation.  2. All other copies/offices.	Temporary. Destroy 6 years after the close of the fiscal year. [GRS 1.3-020] DAA-GRS-2015-0006-0002
07/021.0.E.01	BUDGET AND PROGRAMMING RESOURCES/APP	E. Budget report files consisting of periodic reports on the status of	Temporary. Destroy when 5 years old.

	ORTIONMENT FILES	appropriation accounts and apportionment.  1. Annual report (end of fiscal year).	[GRS 1.3-030] DAA-GRS-2015-0006-0003
07/021.0.E.02	BUDGET AND PROGRAMMING RESOURCES/APP ORTIONMENT FILES	E. Budget report files consisting of periodic reports on the status of appropriation accounts and apportionment.  2. All other copies/offices.	Temporary. Destroy when 3 years old. [GRS 1.3-031] DAA-GRS-2015-0006-0004
07/021.0.F	BUDGET AND PROGRAMMING RESOURCES/APP ORTIONMENT FILES	F. 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 when 2 years old. [GRS 1.3-041] DAA-GRS-2015-0006-0006 (N 7-6)
07/021.0.G.01	BUDGET AND PROGRAMMING RESOURCES/APP ORTIONMENT FILES	G. Budget estimates and justification files. 1. Copies of budget estimates and justifications prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data.	Permanent. Cutoff by fiscal year when no longer needed for active reference or when 10 years old. Transfer to the National Archives when 20 years old. [DA: N1-255-94-3] (N 7-1)
07/021.0.G.02	BUDGET AND PROGRAMMING RESOURCES/APP ORTIONMENT FILES	G. Budget estimates and justification files. 2. Working copies, background materials, all other office/copies.	Temporary. See Schedule Item 07/021.0.F. of this Schedule. [DA: N1-255-94-3]
07/025.0.B	AIRCRAFT FILES	B. MAINTENANCE RECORDS (CURRENT/HISTORICAL) Records in this series include maintenance records for various aircraft located at NASA facilities. These records also may include some	Temporary. Retire records to on-site storage for 1 year after close of file or when no longer needed. Records will

		blueprints and sketches of parts used on the various aircraft that are in the inventory.	be kept on-site as long as aircraft is in Agency inventory. If aircraft is transferred to another Agency, transfer records with aircraft. If aircraft is otherwise disposed of or destroyed, records will either be destroyed at that time, when no longer needed, or when 1 year old, whichever is sooner. [DA: N1-255-94-3] [DA: N1-255-09-1]
07/026.0.A	AIRCRAFT MAINTENANCE AND OPERATION RECORDS	A. AIRCRAFT FLIGHT OPERATIONS 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.B	AIRCRAFT MAINTENANCE AND OPERATION RECORDS	B. LOGISTICAL SUPPORT FOR FLIGHT OPERATIONS 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.C.02	AIRCRAFT MAINTENANCE AND OPERATION RECORDS	<p>C. GENERAL AIRCRAFT INSPECTION, MAINTENANCE AND MODIFICATIONS RECORDS</p> <p>Records documenting general maintenance and inspection of and modifications to aircraft, aircraft components, engines, propellers, instruments, and accessories.</p> <p>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 inspection, maintenance requests.</p> <p>2. Recordkeeping copies.</p> <p>Exclusion: Maintenance manuals of unique or customized aircraft must be scheduled by the agency.</p>	<p>Temporary. Destroy 6 years after disposing of aircraft or removing equipment from inventory.</p> <p>[GRS 5.4-100] DAA-GRS-2016-0011-0013</p>	<p>aircraft or equipment configuration and material alteration; classifying material's condition status; logistics services; preventive maintenance; servicing, manufacturing, rebuilding and testing equipment</p>
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## Schedule 8: Program Management Records

These schedules cover records pertaining to environmental management, real property, construction, and facilities maintenance, calibration, and mission-related program and project records. They include retention schedules from the National Archives General Records Schedules as well as NASA-specific retention authorities. All schedules with a temporary retention are considered media neutral, meaning they apply to both physical and electronic records. Consult NASA Records Management staff when dealing with records designated as permanent or for clarification in interpretation or application of these retention schedules.

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08/023.5.A.01	ENVIRONMENTAL MANAGEMENT RECORDS	A. GENERAL ACTIVITIES.  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.  1. Significant correspondence and supporting documents.	Temporary. Cutoff annually. Destroy 10 years after cutoff or when no longer needed, whichever is later. See also Note 3. [DA: N1-255-10-5]	Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.
08/023.5.A.02	ENVIRONMENTAL MANAGEMENT RECORDS	A. GENERAL ACTIVITIES.  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 also Note 3. [DA: N1-255-10-5]	Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.

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2. General/routine correspondence

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08/023.5.A.03.A	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>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.</p> <p>3. 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.)</p> <p>A. Documents periodically updated</p>	Temporary. Cutoff annually. Destroy 3 years after cutoff. See also Note 3. [DA: N1-255-10-5]	Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.
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08/023.5.A.03.B	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>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.</p> <p>3. Baseline documents produced internally or received from external</p>	Temporary. Cutoff annually. Destroy 3 years after cutoff or when no longer needed, whichever is later. [DA: N1-255-10-5]	
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sources (e.g., life-cycle assessments, Initial Baseline Tank Integrity Testing Reports, Environmental Resource Documents, noise measurements, etc.)

B. Documents not periodically updated

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08/023.5.A.04	ENVIRONMENTAL MANAGEMENT RECORDS	A. GENERAL ACTIVITIES.  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.  4. Recurrent and periodic reports (e.g., daily and monthly), such as SARA 313.	Temporary. Cutoff annually. Destroy 3 years after cutoff. See also Note 3. [DA: N1-255-10-5]	Note 3: 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 MANAGEMENT RECORDS	A. GENERAL ACTIVITIES.  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 after 25 years or when no longer needed, whichever is later. See also Note 3. [DA: N1-255-10-5]	Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.

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5. Annual, final and summary reports, such as SARA 311/312.

08/023.5.A.06	ENVIRONMENTAL MANAGEMENT RECORDS	A. GENERAL ACTIVITIES. 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 periodic update of master list. See also Note 3. [DA: N1-255-10-5]	Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.
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6. Chemical inventory

08/023.5.A.07	ENVIRONMENTAL MANAGEMENT RECORDS	A. GENERAL ACTIVITIES. 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 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]	
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7. Safety data sheets (SDS)

08/023.5.A.08	ENVIRONMENTAL MANAGEMENT RECORDS	A. GENERAL ACTIVITIES. Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable	Temporary. Cutoff annually. Destroy with concurrence of Center or NASA Counsel's Office 75 years after cutoff or	
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		<p>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.</p> <p>8. Asbestos and radioactive and hazardous material inspection, monitoring, and corrective actions.</p>	<p>when no longer needed, whichever is later. [DA: N1-255-10-5]</p>	
08/023.5.A.09	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>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.</p> <p>9. Waste manifests.</p>	<p>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]</p>	
08/023.5.A.10	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>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</p>	<p>Temporary. Destroy 5 years after issuance of a new plan or procedure. See also Note 3. [DA: N1-255-10-5]</p>	<p>Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.</p>

		to an incident or proposed or existing specific project, program, or incident.		
		10. Plans and procedures (e.g. Spill Prevention, Control & Countermeasure Plan; etc.)		
08/023.5.A.11	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>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.</p> <p>11. Permits and application packets.</p>	<p>Temporary. Destroy after second reissuance of permit or 10 years after permit expires or is cancelled. See also Note 3. [DA: N1-255-10-5]</p>	<p>Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.</p>
08/023.5.A.12	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>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.</p> <p>12. Agreements with Federal, state and local environmental agencies that are not permits but impose obligations upon</p>	<p>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]</p>	

		NASA (e.g., Memoranda of Agreement).	
08/023.5.A.13.A	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>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.</p> <p>13. Environmental Management System records (e.g., Environmental Functional Review reports).</p> <p>A. Documents periodically updated.</p>	<p>Temporary. Destroy 3 years after superseded or when no longer needed, whichever is later.</p> <p>[DA: N1-255-10-5]</p>
08/023.5.A.13.B	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>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.</p> <p>13. Environmental Management System records (e.g., Environmental Functional Review reports).</p>	<p>Temporary. Cutoff annually. Destroy 3 years after cutoff or when no longer needed, whichever is later.</p> <p>[DA: N1-255-10-5]</p>

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B. Documents not periodically updated.

08/023.5.B.01.A	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>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.</p> <p>1. Records vital to understanding project/incident start to finish. Excludes records described in B.2, B.3 and B.4. See examples in Note 1.</p> <p>A. Programs, projects, and incidents whose impact on the environment is such that some knowledge about them will always be of value.</p>	<p>Permanent. Transfer to the National Archives 7 years after program, project, or incident closes. See also notes 3 and 4. [DA: N1-255-10-5]</p>	<p>Note 1 Examples of records:</p> <ul style="list-style-type: none"><li>Significant correspondence</li><li>Environmental Assessment (EA)</li><li>Permit Applications</li><li>Environmental Impact Statement (EIS)</li><li>Permits</li><li>Environmental impact assessments</li><li>Summary (e.g. quarterly, annual) and final reports</li><li>Finding of No Significant Impact (FONSI)</li><li>Analytical reports</li><li>Determination of historic significance and supporting documentation</li><li>Statement of Work (SOW)</li><li>Record of Decision (ROD)</li></ul> <p>Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.</p> <p>Note 4: For facilities projects and programs,</p>
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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 regulators have been obtained.

08/023.5.B.01.B	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>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</p>	<p>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. See also Notes 3 and 4. [DA: N1-255-10-5]</p>	<p>Note 1: Examples of records Significant correspondence Environmental Assessment (EA) Permit Applications Environmental Impact Statement (EIS) Permits Environmental impact assessments</p>
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evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities.

1. Records vital to understanding project/incident start to finish. Excludes records described in B.2, B.3 and B.4. See examples in Note 1.

B. Projects and incidents with long-term environmental impact, such as hazardous waste disposal.

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)

Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.

Note 4: 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 regulators have been obtained.
08/023.5.B.01.C	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>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.</p> <p>1. Records vital to understanding project/incident start to finish. Excludes records described in B.2, B.3 and B.4. See examples in Note 1.</p> <p>C. Routine and recurrent projects and incidents (e.g., Record of Environmental Consideration associated with a Categorical</p>	<p>Temporary. Destroy when 10 years old.</p> <p>See also Note 3.</p> <p>[DA: N1-255-10-5]</p>	<p>Note 1: Examples of records:</p> <ul style="list-style-type: none"> <li>Significant correspondence</li> <li>Environmental Assessment (EA)</li> <li>Permit Applications</li> <li>Environmental Impact Statement (EIS)</li> <li>Permits</li> <li>Environmental impact assessments</li> <li>Summary (e.g. quarterly, annual) and final reports</li> <li>Finding of No Significant Impact (FONSI)</li> <li>Analytical reports</li> <li>Determination of historic significance and supporting documentation</li> <li>Statement of Work (SOW)</li> <li>Record of Decision (ROD)</li> </ul> <p>Note 3: Retention period under any of</p>

		Exclusion, records related to minor spills of hazardous materials or waste).	these items may be lengthened to comply with state or local statutes and regulations.
08/023.5.B.02.A	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>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.</p> <p>2. Waste manifests. (If waste manifest is not part of a specific program, project or incident, but rather part of on-going environmental monitoring, use item A.9 instead of this item.)</p> <p>A. Programs, projects, and incidents as described in item 08/023.0.5.B.01.A.</p>	Permanent. Transfer to the National Archives with records in item B.1.A.
08/023.5.B.02.B	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>Records that document planning and carrying out of specific projects and programs to monitor or protect the</p>	Temporary. Apply retention of item A.9 - (cut off annually. Destroy with concurrence of Center

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.

2. Waste manifests. (If waste manifest is not part of a specific program, project or incident, but rather part of on-going environmental monitoring, use item A.9 instead of this item.)

B. Projects and incidents as described in items 08/023.5.B.01.B and 08/023.5.B.01.C.

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.B.03

ENVIRONMENTAL  
MANAGEMENT  
RECORDS

B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS  
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

Temporary. Apply retention of item A.11 - (Destroy after second reissuance of permit or 10 years after permit expires or is cancelled. See also Note 3.)  
[DA: N1-255-10-5]

Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.

evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities.

3. Permits and application packets.

08/023.5.B.04	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>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.</p>	<p>Temporary. Apply retention of item 08/023.5.A.12. - (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]</p>	
		<p>4. Agreements with Federal, state and local environmental agencies that are not permits but impose obligations upon NASA (e.g., Memoranda of Agreement).</p>		
08/023.5.B.05	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>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,</p>	<p>Temporary. Destroy when 10 years old. See also Note 3. [DA: N1-255-10-5]</p>	<p>Note 2: Examples of records: General correspondence Work Plans Studies summarized in reports Raw data</p>

		<p>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.</p> <p>5. Records not vital to long-term understanding of the program/project/incident start to finish. Records include, but are not limited to administrative records. See examples in Note 2.</p>	<p>Recurrent reports (such as daily or monthly) EA or EIS Administrative Record packet</p> <p>Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.</p>	
08/023.5.C	ENVIRONMENTAL MANAGEMENT RECORDS	<p>C. Copies of any records covered in Items A and B. See 08/023.5.A and 08/023.5.B</p>	<p>Temporary. Destroy when no longer needed. [DA: N1-255-10-5]</p>	
08/025.0.A.02.A	VIDEO RECORDINGS	<p>A. VIDEO RECORDINGS JOHNSON SPACE CENTER -- (JSC ONLY)</p> <p>2. Test and Training Activities (a) Videos in this series can include, but are not limited to, shuttle support, crew training, Wet-F (facility) training, etc.</p>	<p>Temporary. Release and reuse videotapes 30 days after specific activity or filming. [DA: N1-255-94-3]</p>	
08/032.0.A	AIRCRAFT CREW MEMBERS QUALIFICATIONS AND PERFORMANCE RECORDS	<p>A. Records on all crew members other than Astronauts.</p> <p>Records in this system are of crew members of NASA aircraft which consist of (1) records of qualifications, experience, and currency, e.g., flight hours (day, night, and instrument), types of approaches and landings,</p>	<p>Temporary. Retain records in Agency space. Destroy 5 years after crew member separates from Agency. [DA: N1-255-94-3] [DA: N1-255-09-1]</p>	SORN - NASA 10ACMQ

		crew positions, type aircraft, flight check ratings and related examination results, training performed and medical records; (2) flight itineraries and passenger manifests; and (3) biographical information.			
08/032.0.B	AIRCRAFT CREW MEMBERS QUALIFICATIONS AND PERFORMANCE RECORDS	B. These and other related records of Astronauts.  Records in this system are of crew members of NASA aircraft which consist of (1) 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 examination results, training performed and medical records; (2) flight itineraries and passenger manifests; and (3) biographical information.	See NRRS 08/034.0 of this Schedule.	PASR	SORN - NASA 10ACMQ
08/034.0	JOHNSON SPACE CENTER (JSC) ASTRONAUT TRAINING 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.a., 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
08/035.0	ASTRONAUT SELECTION DATABASE (ELECTRONIC)	Records in this system include identifying information for the individuals in employment applications and resumes and records of specialized training, honors and	Permanent. Transfer to NARA within 7 years after class selection.		SORN - NASA 10ACSR

		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 final NASA determinations of candidates' qualification for the program.	[DAA-0255-2013-0001]	
08/036.5.C.01	SAFETY AND MISSION ASSURANCE	C. QUALITY ASSURANCE SURVEILLANCE RECORDS 1. Documents other than audit documents, regardless of format, 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.02	SAFETY AND MISSION ASSURANCE	C. QUALITY ASSURANCE SURVEILLANCE RECORDS 2. Quality system audit findings, regardless of format, that document non-conforming flight hardware.	Permanent. See Schedule 08/101. [DAA-0255-2016-0003]	
08/036.5.C.03.A	SAFETY AND MISSION ASSURANCE	3. Documents, regardless of format, related to Quality assurance inspection stamps, including stamp audits, and stamp issuance records for NASA and support contractor inspections and designated verification.  (a) Stamp audit documents.	Temporary. Destroy when 10 years old. [DA: N1-255-01-1]	
08/036.5.C.03.B.01	SAFETY AND MISSION ASSURANCE	3. Documents, regardless of format, related to Quality assurance inspection stamps, including stamp audits, and stamp issuance records for NASA and support contractor inspections and designated verification.  (b) Stamp issuance documents.	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 8/101 and Schedule 8/103.



		i. NASA Civil Service and designated verification personnel. Cutoff date is date of document.		
08/036.5.C.03.B.02	SAFETY AND MISSION ASSURANCE	3. Documents, regardless of format, related to Quality assurance inspection stamps, including stamp audits, and stamp issuance records for NASA and support contractor inspections and designated verification.  (b) Stamp issuance documents. ii. 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 08/101 and Schedule 08/103.
08/040.5	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) CITATION FILES	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]	
08/041.0	HEALTH AND MEDICAL CASE HISTORIES OF ASBESTOS WORKERS	Health and medical case histories and physical examination records, including X-ray films, for all asbestos workers (employees exposed to airborne concentration of asbestos fibers).	Temporary. Retire with individual employee health case files as listed in Schedule 1, Employee Health Records, of this NPR. [GRS 2.7-060] DAA-GRS-2017-0010-0009 (N 11-4d)	
08/041.5.A.01	CALIBRATION AND METROLOGY RECORDS	A. 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.  1. Office of Record shall be the on-Center Calibration & Metrology	Temporary. Destroy 5 to 10 years after the equipment is excessed or no longer in NASA inventory. [DA: N1-255-08-1]	

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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.

Records created and received in any and all media that detail calibration and metrology products and services used in the course of Agency operations. Documents relating to design, inspection, testing, and servicing of equipment and materials used to meet calibration and/or metrology requirements. Reference NASA Directive for Metrology and Calibration. Record cut off is the date the piece of equipment is excessed or no longer in NASA inventory, unless otherwise noted.

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08/041.5.A.02

CALIBRATION  
AND METROLOGY  
RECORDS

A. 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.

2. Copies held by Program and Project Offices

Records created and received in any and all media that detail calibration and metrology products and services used in the course of Agency operations. Documents relating to design, inspection, testing, and servicing of equipment and materials

Temporary. Retain per retention Schedule for Program/Project Case Files. See Schedule 8, Items 08/103, 08/107. [DA: N1-255-08-1]

		used to meet calibration and/or metrology requirements. Reference NASA Directive for Metrology and Calibration. Record cut off is the date the piece of equipment is excessed or no longer in NASA inventory, unless otherwise noted.	
08/041.5.A.03	CALIBRATION AND METROLOGY RECORDS	<p>A. Calibration records of equipment used as inspection, measuring, or test equipment on Programs/Projects, Research and Development activities and internally to the Calibration &amp; Metrology Facility as Calibration Standards.</p> <p>3. All Other Copies (reference copies)</p> <p>Records created and received in any and all media that detail calibration and metrology products and services used in the course of Agency operations. Documents relating to design, inspection, testing, and servicing of equipment and materials used to meet calibration and/or metrology requirements. Reference NASA Directive for Metrology and Calibration. Record cut off is the date the piece of equipment is excessed or no longer in NASA inventory, unless otherwise noted.</p>	<p>Temporary. Destroy when no longer needed. [DA: N1-255-08-1]</p>
08/041.5.B	CALIBRATION AND METROLOGY RECORDS	<p>B. Documents used to demonstrate compliance with NASA Directive for Metrology and Calibration. Examples of records/documents may include, but are not limited to, internal and external audits, interval analysis, and calibration quality checks.</p> <p>Records created and received in any and all media that detail calibration</p>	<p>Temporary. Cutoff upon audit, analysis or quality check. Delete 5 years after cutoff. [DA: N1-255-08-1]</p>

and metrology products and services used in the course of Agency operations. Documents relating to design, inspection, testing, and servicing of equipment and materials used to meet calibration and/or metrology requirements. Reference NASA Directive for Metrology and Calibration. Record cut off is the date the piece of equipment is excessed or no longer in NASA inventory, unless otherwise noted.

08/047.0.A	AGENCY SPACE FILES	<p>A. Records relating to administering and operating facilities, spaces, Federally owned and operated housing. Includes:</p> <ul style="list-style-type: none"> <li>• statistical and narrative reports</li> <li>• studies</li> <li>• requests for space using Standard Form 81 or equivalent</li> <li>• space assignments and directories</li> <li>• inventories of property, and furnishings</li> <li>• related correspondence</li> </ul>	<p>Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate. [GRS 5.4-010] DAA-GRS-2016-0011-0001 (N 18-3)</p>
08/047.0.C	AGENCY SPACE FILES	<p>C. Installation or facility records consisting of institutional housing requirements; quarterly real property inventory; and real property summary reports.</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.</p>	<p>Temporary. Destroy 2 years after disposal of installation or facility. [DA: N1-255-94-3] [DA: N1-255-09-1]</p>
08/047.0.D	AGENCY SPACE FILES	<p>D. Installation real property inventories, trailer reports, and rental of real property reports submitted by program offices and/or installations.</p>	<p>Temporary. Retain current and previous fiscal year reports. Destroy all others. [DA: N1-255-94-3]</p>

		Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.	[DA: N1-255-09-1]
08/048.0.A.01.A	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES</p> <p>These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Item 08/053.0.B.</p> <p>1. STUDIES</p> <p>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.</p> <p>(a) Selected studies that are considered unique in character.</p>	<p>Temporary. Destroy when 30 years old.</p> <p>[DA: N1-255-00-1] [DA: N1-255-09-1] (N 18-4)</p>
08/048.0.A.01.B	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES</p> <p>These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Item 08/053.0.B.</p> <p>1. STUDIES</p> <p>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.</p>	<p>Temporary. Retain for 3 years, then destroy when no longer needed for reference or when 10 years old, whichever is sooner.</p> <p>[DA: N1-255-00-1] [DA: N1-255-09-1]</p>

		(b) Routine studies of temporary nature.		
08/048.0.A.02.A	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES</p> <p>These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Item 08/053.0.B.</p> <p>2. ACTUAL CONSTRUCTION</p> <p>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.</p> <p>(a) Records of new construction and architecturally, historically, and technologically significant facilities such as the Vehicle Assembly Building (VAB); Pads A &amp; B; Space Station Facility; etc.</p>	<p>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]</p>	<p>Note: These sub-items 8/48.A2(a) and (b) need to be separated by disposition before transfer to the FRC.</p>
08/048.0.A.02.B	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES</p> <p>These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Item 08/053.0.B.</p>	<p>Temporary. Retain on-site for 3 years after completion of construction or until after final payment. Destroy within one year after demolition of structure.</p>	<p>Note: The sub-items below need to be separated by disposition before transfer to the FRC.</p>

		<p>2. ACTUAL CONSTRUCTION</p> <p>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.</p> <p>(b) Routine office/lab buildings/facilities.</p>	<p>[DA: N1-255-00-1] [DA: N1-255-09-1]</p>
08/048.0.A.03.A	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Item 08/053.0.B.</p> <p>3. 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.</p> <p>(a) Imagery of architecturally, historically, and technologically significant facilities.</p>	<p>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]</p>
08/048.0.A.03.B	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES These records, regardless of format or media, are related to construction projects, but exclude final facility</p>	<p>Temporary. Retain on-site for 3 years after completion of construction or until after final payment.</p>

		<p>configuration files covered under Item 08/053.0.B.03. 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.</p> <p>(b) Routine office/lab buildings/facilities.</p>	<p>Destroy within one year after demolition of structure. [DA: N1-255-00-1] [DA: N1-255-09-1]</p>
08/048.0.B.01	REAL PROPERTY FILES	<p>B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.</p> <p>1. 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.</p>	<p>Permanent. Transfer to the National Archives 25 years after disposal of installation. [DA: N1-255-00-1] (N 18-2)</p>
08/048.0.B.02	REAL PROPERTY FILES	<p>B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.</p> <p>2. 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.</p>	<p>Permanent. Transfer to the National Archives 25 years after disposal of property. [DA: N1-255-00-1] (N 18-12)</p>
08/048.0.B.03.A	REAL PROPERTY FILES	<p>B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.</p>	<p>Temporary. Destroy 6 years and 3 months</p>



		<p>3. NASA Base Operations Contractor Project Control Board Files</p> <p>(a) Approved, disapproved and cancelled Approved Work Order Numbers held by the contractor for NASA. Records in this group include but are not limited to copies of proposed Task Orders and Board Minutes.</p>	<p>after final payment of the contract. [DA: N1-255-00-1] [DA: N1-255-09-1]</p>
08/048.0.B.03.B	REAL PROPERTY FILES	<p>B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.</p> <p>3. NASA Base Operations Contractor Project Control Board Files</p> <p>(b) All other copies held in NASA Offices of approved, disapproved and cancelled Approved Work Order Numbers held by the contractor for NASA and may include copies of proposed Task Orders and Board Minutes . Cutoff date is date of record.</p>	<p>Temporary. Retain for 3 years, then destroy when no longer needed or when 5 years old, whichever is sooner. [DA: N1-255-00-1] [DA: N1-255-09-1]</p>
08/048.0.B.04.A	REAL PROPERTY FILES	<p>B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.</p> <p>4. 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.</p>	<p>Temporary. Destroy when 20 years old. [DA: N1-255-00-1] [DA: N1-255-09-1]</p>

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These records, regardless of format or media, are related to administration of the projects, but exclude final facility configuration files covered under Item 08/053.0.B

(a) Approved WAPs.

08/048.0.B.04.B	REAL PROPERTY FILES	B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.	Temporary. Destroy when no longer needed or when 3 years old, whichever is later. [DA: N1-255-00-1] [DA: N1-255-09-1]
		4. 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, regardless of format or media, are related to administration of the projects, but exclude final facility configuration files covered under Item 08/053.0.B	
		(b) Disapproved and cancelled WAPs.	

08/048.0.C	REAL PROPERTY FILES	C. REPORTS – REAL PROPERTY  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	Temporary. Destroy when 20 years old. [History Office may retain indefinitely for reference.] [DA: N1-255-00-1] [DA: N1-255-09-1]
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		of NASA industrial facilities; and report of in-house facilities. Cutoff date is date of report.	
08/048.0.D.01	REAL PROPERTY FILES	D. MASTER PLANS  1. 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.02	REAL PROPERTY FILES	D. MASTER PLANS  2. 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.E.01	REAL PROPERTY FILES	E. TITLE PAPERS Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), including any payment or voucher records.  1. 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] (N 18-1)
08/048.0.E.02	REAL PROPERTY FILES	E. REAL PROPERTY OWNERSHIP RECORDS  2. 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. Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens. [GRS 5.4-020] DAA-GRS-2016-0011-0002

		<p>Exclusion 1: Records relating to property acquired prior to January 1, 1921 (agencies must schedule these separately).</p> <p>Exclusion 2: Reports of Excess Real Property (Standard Form 118) and associated real property case files (agencies must schedule these separately).</p>	
08/052.0	SHOP PLANNING AND LAYOUT FILES	Documents, regardless of format or media, reflecting the layout, location, and comparable data relative to manufacturing space, machinery, and equipment.	<p>Temporary. Destroy when superseded obsolete, or when 10 years old, whichever is later.</p> <p>[DA: N1-255-94-3] [DA: N1-255-09-1] (N 20-10)</p>
08/053.0.A.01.A	FEDERAL STRUCTURES DESIGN FILES	<p>A. PRELIMINARY, INTERMEDIATE, AND WORKING DESIGN FILES</p> <p>Non-final drawings and models of Federal structures and engineering projects, regardless of format or media of the records.</p> <p>1. 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.</p> <p>(a) 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.</p>	<p>Permanent. Transfer to the National Archives with final design records upon facility disposal.</p> <p>[DAA-0255-2017-0009-0001] (N 18-10)</p>

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Exception: If they are easily segregable, exclude records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC). Disposition per item “b’ below.

08/053.0.A.01.B	FEDERAL STRUCTURES DESIGN FILES	<p>A. PRELIMINARY, INTERMEDIATE, AND WORKING DESIGN FILES Non-final drawings and models of Federal structures and engineering projects, regardless of format or media of the records.</p> <p>1. 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.</p> <p>(b) Records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC), if segregable from the 30% Design Package.</p>	<p>Temporary. Destroy when superseded, when project terminates, or when no longer needed for business purposes. [GRS 5.4-050] DAA-0255-2017-0009-0002</p>
08/053.0.A.02	FEDERAL STRUCTURES DESIGN FILES	<p>A. PRELIMINARY, INTERMEDIATE, AND WORKING DESIGN FILES Non-final drawings and models of Federal structures and engineering projects, regardless of format or media of the records.</p> <p>2. All draft, preliminary, intermediate, working, and contract negotiation design documents and models of all other non-historical or non-critical facilities to agency mission, including office buildings, storage sheds, parking lots, maintenance shops, and service</p>	<p>Temporary. Destroy when superseded, when project terminates, or when no longer needed for business purposes. [GRS 5.4-050] DAA-GRS-2016-0011-0005</p>

		structures. Records include all 30%, 60%, and 90% Design Packages and related documents pertaining to facility construction.	
08/053.0.B.01	FEDERAL STRUCTURES DESIGN FILES	<p>B. FINAL DESIGN RECORDS OF ACTIVE/ON-GOING FACILITIES</p> <p>Files, regardless of format or media, consist of all As-Built drawings, specifications, calculations, equipment submittals, engineering reports and requirements that document final facility configuration.</p> <p>1. Final As-Built drawings/specifications and calculations of final facility configuration after initial construction including any significant design changes to a 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.</p> <p>Exception: If they are easily segregable, exclude records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC). Disposition per item 53.B.2 below.</p>	<p>Permanent. Transfer to the National Archives upon Facility disposal. [DAA-0255-2015-0001]</p>
08/053.0.B.02	FEDERAL STRUCTURES DESIGN FILES	<p>B. FINAL DESIGN RECORDS OF ACTIVE/ON-GOING FACILITIES</p> <p>Files, regardless of format or media, consist of all As-Built drawings, specifications, calculations, equipment submittals, engineering reports and</p>	<p>Temporary. Destroy when superseded, or transfer to new owner, or destroy upon Facility disposal. [GRS 5.4-051] DAA-GRS-2016-0011-0006</p>

		<p>requirements that document final facility configuration.</p> <p>2. All other final design records. All other final and As-Built drawings, designs, plans or other design records of facilities not critical to agency mission, or for significant facilities that are not included in 08/053.0.B.01 above.</p>	
08/056.0.A.01	REPAIR AND UTILITY FILES	<p>A. REPAIR AND UTILITY WORK ORDERS Requests for repairs and orders, including correspondence, drawings, worksheets, standing work orders, and all related materials, regardless of format or media.</p> <p>1. Office of primary responsibility.</p>	<p>Temporary. Destroy when 3 years old. [DA: N1-255-94-3] [DA: N1-255-09-1] (N 18-16)</p>
08/056.0.A.02	REPAIR AND UTILITY FILES	<p>A. REPAIR AND UTILITY WORK ORDERS Requests for repairs and orders, including correspondence, drawings, worksheets, standing work orders, and all related materials, regardless of format or media.</p> <p>2. All other offices/copies (EXCLUDING fiscal).</p>	<p>Temporary. Destroy on completion of work. [DA: N1-255-94-3] [DA: N1-255-09-1]</p>
08/056.0.B	REPAIR AND UTILITY FILES	<p>B. MAINTENANCE RECORDS Documents, regardless of format or media, showing maintenance performed and required on systems and plants, including Preventive Maintenance Instructions (PMI) and Preventive Maintenance Action Requests (PMAR).</p>	<p>Temporary. Destroy when 3 years old. [DA: N1-255-94-3] [DA: N1-255-09-1]</p>
08/056.0.C	REPAIR AND UTILITY FILES	<p>C. UTILITY OPERATING LOG Logs, in all formats or media, showing operations of utilities including</p>	<p>Temporary. Destroy when 3 years old or when no longer</p>

		temperature, humidity, pressure, and other such readings.	needed, whichever is sooner. [DA: N1-255-94-3] [DA: N1-255-09-1] (N 18-15)
08/056.5.A.01	LIFTING EQUIPMENT	<p>A. LIFTING EQUIPMENT</p> <p>Records concerning design, inspection, and testing, and servicing of lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware and attached lifting equipment).</p> <p>1. Design records for review and approval of configuration changes such as certification packages, acceptance, inspection, and test records, including associated nonconformance and corrective actions.</p>	<p>Temporary. Retain for the life of the equipment. Destroy 1 year after equipment disposal. [DAA-0255-2012-0002]</p>
08/056.5.A.02	LIFTING EQUIPMENT	<p>A. LIFTING EQUIPMENT</p> <p>Records concerning design, inspection, and testing, and servicing of lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware and attached lifting equipment).</p> <p>2. Periodic inspection and test records of ad hoc and required period inspection and testing activities, including associated nonconformance and corrective actions.</p>	<p>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]</p>
08/056.5.A.03	LIFTING EQUIPMENT	<p>A. LIFTING EQUIPMENT</p> <p>Records concerning design, inspection, and testing, and servicing of lifting</p>	<p>Temporary. Destroy when 5 years old or when no longer needed, whichever is later.</p>



		<p>devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware and attached lifting equipment).</p> <p>3. Servicing records documenting maintenance and adjustment activities performed on lifting equipment.</p>	[DAA-0255-2012-0002]		
08/056.5.A.04	LIFTING EQUIPMENT	<p>A. LIFTING EQUIPMENT</p> <p>Records concerning design, inspection, and testing, and servicing of lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware and attached lifting equipment).</p> <p>4. Equipment operator inspection records, such as checklists of pre-operation inspections completed by lifting equipment operators before daily use of the equipment.</p>	<p>Temporary. Destroy when 3 months old or when no longer needed, whichever is later.</p> <p>[DAA-0255-2012-0002]</p>		
08/057.0	ASTRONAUT MEDICAL REPORTS/RECORDS	<p>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, flight and ground-based data collected from astronauts and civilians including procedures, correspondence, log books, strip charts, etc.</p>	<p>Permanent. Cutoff when Astronaut is separated from the Program/Agency. Transfer to the National Archives when 30 years old.</p> <p>[DA: N1-255-94-3] (N 11-4c)</p>	<p>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.</p>	SORN - NASA 10HIMS; SORN - NASA 10ORIS
08/058.0	MEDICAL RECORDS - TEST SUBJECTS	<p>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</p>	<p>Temporary. Destroy 75 years after birth date (DOB), or 60 years after date of earliest document in the folder if DOB cannot be</p>		

		participate as a "test" subject in R&D Project medical tests.	ascertained, or 30 years after contract has been completed/terminated whichever is later. [DA: N1-255-94-3] [DA: N1-255-09-1]		
08/101.0	PROGRAM AND PROJECT RECORDS: OFFICE OF RECORD	<p>Records essential for understanding the history of a program/project from inception to completion defined by the stages in program/project's life. Note 1 contains a list of eight stages and potential records that might be created in each.</p> <p>Held at office of record.</p> <p>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, or are/have been subject of widespread media attention or Congressional scrutiny.</p>	<p>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.</p> <p>Special media records will be transferred in accordance with 36 CFR §1235.44-50 (Electronic Records), 36 CFR §1237.28 (Digital Records), 36 CFR §1235.42 (Audiovisual, Cartographic and Architectural Records), and/or current transfer instructions specific to individual formats.</p> <p>Note: NASA has agreed to transfer permanent audio/visual records 5 years after cutoff. [DA: N1-255-10-4]</p>	<p>Note 1. Records covered by Items 101, 102, 107 and 108 potentially created in the stages of a project/program's life are those essential for future studies of a program or project. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are: Records created at multiple stages.</p> <p>Formulation. Records defining scope, objectives, technical performance requirements, cost, and schedules of program/project prior to initial formal approval.</p> <p>Records documenting program/project as</p>	<p>Acceptance and end item review materials / packages for hardware eligible for museum display; Agendas, minutes and briefing materials of substantive meetings; Analyses of mission results; Announcements of opportunity (including research opportunity); Anomaly reports; Approval status tracking and control files; Art work and drawings produced to illustrate concepts or designs; Authorization/approval documents; Budget and actual cost data (final figures); Certification reports; Commitment agreements; Concept definition documents; Concept/configuration options and decision packages; Configuration inspection reviews; Configuration management control documentation including Class I change requests and dispositions (e.g., changes that impact form, fit or function); Copies of definitive data sets; Copies of processed data and metadata, their analyses, proposals for analysis, and related finding aids; Correspondence, memos, e-messages, photographs, and presentation materials of a substantive nature; Design and development plan; Design concept verification studies and reports; directives; Engineering and operations manuals; Engineering data necessary to establish operation of technical sub-systems; Estimates of budget and schedule options; Evaluation reviews; Final mission or</p>

<p>initially approved, and subsequent changes resulting from iterative process of defining concepts and requirements.</p>	<p>experiment reports; Final versions of specifications, drawings, associated lists and related finding aids used for manufacturing/fabrication; Flight crew and mission controller reports or notes, audio tapes and imagery; Flight data files and timelines; Flight procedures manuals; Flight readiness review materials; Hazard, risk and safety analyses/assessments; Imagery in any format of mission operations; In-flight or on-orbit anomaly investigation reports and flight notes; Independent and non-advocate reviews and assessments; Infrastructure and program/project needs assessment; Instrument operations; Intra-NASA center and external memoranda of understanding or agreement; Laboratory notebooks and logbooks; Lessons learned studies; Manufacturing plans; Material from major milestone and peer reviews including, but not limited to: concept, preliminary design, critical design, design certification, mission readiness, configuration, program/project requirements, and system requirements.; Mission failure or accident investigation records; Mission needs statement, and other mission needs documents; Mission success criteria; Mission/experiment reports (preliminary and final); News releases; Newsletters and bulletins; Operating plan; Operations plans for testing, integration, calibration, interface, and reliability; Partnering agreements; Preliminary configuration layouts; Preliminary operations plans; Proceedings; Procurement/acquisition plan; Products of collaborative tools used to track or facilitate progress; Program/project formulation authorizations; Program/project plans, including annual Program Operating Plans; Public relations</p>
<p>Design development. Records containing comprehensive information about design and development process, requirements, products, performance, and review.</p>	<p>experiment reports; Final versions of specifications, drawings, associated lists and related finding aids used for manufacturing/fabrication; Flight crew and mission controller reports or notes, audio tapes and imagery; Flight data files and timelines; Flight procedures manuals; Flight readiness review materials; Hazard, risk and safety analyses/assessments; Imagery in any format of mission operations; In-flight or on-orbit anomaly investigation reports and flight notes; Independent and non-advocate reviews and assessments; Infrastructure and program/project needs assessment; Instrument operations; Intra-NASA center and external memoranda of understanding or agreement; Laboratory notebooks and logbooks; Lessons learned studies; Manufacturing plans; Material from major milestone and peer reviews including, but not limited to: concept, preliminary design, critical design, design certification, mission readiness, configuration, program/project requirements, and system requirements.; Mission failure or accident investigation records; Mission needs statement, and other mission needs documents; Mission success criteria; Mission/experiment reports (preliminary and final); News releases; Newsletters and bulletins; Operating plan; Operations plans for testing, integration, calibration, interface, and reliability; Partnering agreements; Preliminary configuration layouts; Preliminary operations plans; Proceedings; Procurement/acquisition plan; Products of collaborative tools used to track or facilitate progress; Program/project formulation authorizations; Program/project plans, including annual Program Operating Plans; Public relations</p>
<p>Manufacture, fabrication and assembly. Records that provide significant documentation of the construction, final assembly, and acceptance of as-flown hardware or as-operated ground-based experiments and any major changes to the original approved design.</p>	<p>experiment reports; Final versions of specifications, drawings, associated lists and related finding aids used for manufacturing/fabrication; Flight crew and mission controller reports or notes, audio tapes and imagery; Flight data files and timelines; Flight procedures manuals; Flight readiness review materials; Hazard, risk and safety analyses/assessments; Imagery in any format of mission operations; In-flight or on-orbit anomaly investigation reports and flight notes; Independent and non-advocate reviews and assessments; Infrastructure and program/project needs assessment; Instrument operations; Intra-NASA center and external memoranda of understanding or agreement; Laboratory notebooks and logbooks; Lessons learned studies; Manufacturing plans; Material from major milestone and peer reviews including, but not limited to: concept, preliminary design, critical design, design certification, mission readiness, configuration, program/project requirements, and system requirements.; Mission failure or accident investigation records; Mission needs statement, and other mission needs documents; Mission success criteria; Mission/experiment reports (preliminary and final); News releases; Newsletters and bulletins; Operating plan; Operations plans for testing, integration, calibration, interface, and reliability; Partnering agreements; Preliminary configuration layouts; Preliminary operations plans; Proceedings; Procurement/acquisition plan; Products of collaborative tools used to track or facilitate progress; Program/project formulation authorizations; Program/project plans, including annual Program Operating Plans; Public relations</p>
<p>Pre-launch system integration and verification. Records that provide significant documentation of the process used to verify that a spacecraft is ready for launch, or a ground-based</p>	<p>experiment reports; Final versions of specifications, drawings, associated lists and related finding aids used for manufacturing/fabrication; Flight crew and mission controller reports or notes, audio tapes and imagery; Flight data files and timelines; Flight procedures manuals; Flight readiness review materials; Hazard, risk and safety analyses/assessments; Imagery in any format of mission operations; In-flight or on-orbit anomaly investigation reports and flight notes; Independent and non-advocate reviews and assessments; Infrastructure and program/project needs assessment; Instrument operations; Intra-NASA center and external memoranda of understanding or agreement; Laboratory notebooks and logbooks; Lessons learned studies; Manufacturing plans; Material from major milestone and peer reviews including, but not limited to: concept, preliminary design, critical design, design certification, mission readiness, configuration, program/project requirements, and system requirements.; Mission failure or accident investigation records; Mission needs statement, and other mission needs documents; Mission success criteria; Mission/experiment reports (preliminary and final); News releases; Newsletters and bulletins; Operating plan; Operations plans for testing, integration, calibration, interface, and reliability; Partnering agreements; Preliminary configuration layouts; Preliminary operations plans; Proceedings; Procurement/acquisition plan; Products of collaborative tools used to track or facilitate progress; Program/project formulation authorizations; Program/project plans, including annual Program Operating Plans; Public relations</p>

				<p>experiment is ready for operation.</p> <p>Implementation and operations. Records that provide significant documentation about how a mission/experiment was conducted.</p> <p>Observational data. Records containing physical sciences observational data created by both space- and earth-based platforms that are unique and cannot be extrapolated from other data sets or observations at a reasonable cost.</p> <p>Evaluation and termination. Records documenting results of program/project, specific manned or unmanned flight or experiment upon completion.</p>	<p>materials; Publications and conference proceedings; Requests for proposals; Requirements documents for testing and verification; Requirements documents including: baseline system, data, software, interface, integration, testing, design, operations, performance, science and acceptance; Restart notes; Specifications, drawings and associated lists used for hardware manufacture/fabrication, and related finding aids; Standards; Statements about analysis of program/project value; Studies and reports; Studies of available technology, conceptual options, feasibility trades, and sensitivity; Substantive notes of scientists and other personnel not incorporated in other records; Summaries of accomplishments and problems; Technology availability/readiness assessments; Termination notifications and related justifications; Test and operations plans: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, and quality/reliability; Test readiness review materials; Testing and Operations Plans (i.e.: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, quality, reliability, acceptance, and science); Verification of design concept studies and reports; Verification plans</p>
08/102.0	PROGRAM AND PROJECT RECORDS: ALL OTHER COPIES	<p>Records essential for understanding the history of a program/project from inception to completion defined by the stages in program/project's life. Note 1 contains a list of eight stages and potential records that might be created in each.</p> <p>All other copies.</p>	<p>Temporary. Destroy/delete when no longer needed. [DA: N1-255-10-4]</p>	<p>Note 1. Records covered by Items 101, 102, 107 and 108 potentially created in the stages of a project/program's life are those essential for future studies of a program or project.</p>	<p>Acceptance and end item review materials / packages for hardware eligible for museum display; Agendas, minutes and briefing materials of substantive meetings; Analyses of mission results; Announcements of opportunity (including research opportunity); Anomaly reports; Approval status tracking and control files; Art work and drawings produced to</p>

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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, or are/have been subject of widespread media attention or Congressional scrutiny.

This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are: Records created at multiple stages.

Formulation. Records defining scope, objectives, technical performance requirements, cost, and schedules of program/project prior to initial formal approval.

Records documenting program/project as initially approved, and subsequent changes resulting from iterative process of defining concepts and requirements.

Design development. Records containing comprehensive information about design and development process, requirements, products, performance, and review.

illustrate concepts or designs; Authorization/approval documents; Budget and actual cost data (final figures); Certification reports; Commitment agreements; Concept definition documents; Concept/configuration options and decision packages; Configuration inspection reviews; Configuration management control documentation including Class I change requests and dispositions (e.g., changes that impact form, fit or function); Copies of definitive data sets; Copies of processed data and metadata, their analyses, proposals for analysis, and related finding aids; Correspondence, memos, e-messages, photographs, and presentation materials of a substantive nature; Design and development plan; Design concept verification studies and reports; directives; Engineering and operations manuals; Engineering data necessary to establish operation of technical sub-systems; Estimates of budget and schedule options; Evaluation reviews; Final mission or experiment reports; Final versions of specifications, drawings, associated lists and related finding aids used for manufacturing/fabrication; Flight crew and mission controller reports or notes, audio tapes and imagery; Flight data files and timelines; Flight procedures manuals; Flight readiness review materials; Hazard, risk and safety analyses/assessments; Imagery in any format of mission operations; In-flight or on-orbit anomaly investigation reports and flight notes; Independent and non-advocate reviews and assessments; Infrastructure and program/project needs assessment; Instrument operations; Intra-NASA center and external memoranda of understanding or agreement; Laboratory

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Manufacture, fabrication and assembly. Records that provide significant documentation of the construction, final assembly, and acceptance of as-flown hardware or as-operated ground-based experiments and any major changes to the original approved design.

Pre-launch system integration and verification. Records that provide significant documentation of the process used to verify that a spacecraft is ready for launch, or a ground-based experiment is ready for operation.

Implementation and operations. Records that provide significant documentation about how a mission/experiment was conducted.

Observational data. Records containing physical sciences observational data created by both space- and earth-based platforms that are

notebooks and logbooks; Lessons learned studies; Manufacturing plans; Material from major milestone and peer reviews including, but not limited to: concept, preliminary design, critical design, design certification, mission readiness, configuration, program/project requirements, and system requirements.; Mission failure or accident investigation records; Mission needs statement, and other mission needs documents; Mission success criteria; Mission/experiment reports (preliminary and final); News releases; Newsletters and bulletins; Operating plan; Operations plans for testing, integration, calibration, interface, and reliability; Partnering agreements; Preliminary configuration layouts; Preliminary operations plans; Proceedings; Procurement/acquisition plan; Products of collaborative tools used to track or facilitate progress; Program/project formulation authorizations; Program/project plans, including annual Program Operating Plans; Public relations materials; Publications and conference proceedings; Requests for proposals; Requirements documents for testing and verification; Requirements documents including: baseline system, data, software, interface, integration, testing, design, operations, performance, science and acceptance; Restart notes; Specifications, drawings and associated lists used for hardware manufacture/fabrication, and related finding aids; Standards; Statements about analysis of program/project value; Studies and reports; Studies of available technology, conceptual options, feasibility trades, and sensitivity; Substantive notes of scientists and other personnel not incorporated in other records; Summaries

				<p>unique and cannot be extrapolated from other data sets or observations at a reasonable cost.</p> <p>Evaluation and termination. Records documenting results of program/project, specific manned or unmanned flight or experiment upon completion.</p>	<p>of accomplishments and problems; Technology availability/readiness assessments; Termination notifications and related justifications; Test and operations plans: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, and quality/reliability; Test readiness review materials; Testing and Operations Plans (i.e.: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, quality, reliability, acceptance, and science); Verification of design concept studies and reports; Verification plans</p>
08/103.0	PROGRAM AND PROJECT RECORDS: OFFICE OF RECORD	<p>Records not required for documenting the history of the program/project as described in item 08/101, but which have operational value to the Agency. Note 2 contains examples that might be created in each program/project stage.</p> <p>Held at office of record.</p> <p>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, or are/have been subject of widespread media attention or Congressional scrutiny.</p>	<p>Temporary. Cutoff records at close of program/project or in 5-year blocks. Destroy/delete between 0 and 30 years after cutoff. See note 4. [DA: N1-255-10-4]</p>	<p>Note 2. Records covered by Items 103, 104, 107 and 108 potentially created in the stages of a project/program's life are those essential for continuing operations and technology transfer. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are: Records created at multiple stages. Formulation, Approval, Design Development, Manufacture, fabrication and assembly. Records not</p>	<p>Acceptance data packages including test procedures and results for hardware not suitable for museum display; Audits; Commands; Concept verification testing data; Configuration audits; Configuration management control documentation including change requests and dispositions other than those listed in Note 1; Contract End Item (CEI) specifications redundant to the specifications in Note 1, Design development; Correspondence, memos, and e-messages related to any records described in Note 2; Derived data sets; Design performance analyses; Design reviews whose substance is captured in major milestone reviews (Note 1, records created at various stages); Design verification testing data; Discrepancy reports; Engineering data necessary to establish operation of instruments; Engineering support requests; Engineering test and evaluation data; Environmental impact studies; Failure modes analyses; Field engineering changes; Final contract deliverable technical data requirements (complete set); Flight certifications;</p>

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<p>included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory. Pre-launch system integration and verification. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including processing documents for spacecraft, payloads, or experiments. Implementation and operations. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory. Observational data. Records that do not meet the criteria for observational data</p>	<p>Hardware vendor lists; Interface control documents; Launch operations data; Material and parts lists; Minutes of all Program Control Boards; Modification instruction packages; Open action tracking files not included in major milestone review documentation; Operations readiness review materials; Payload processing and integration; Periodic reports, status reviews and presentations whose substance is captured in major milestone reviews (see Note 1, Records created at multiple stages); Pre-flight or pre-experiment test and verification data; Pre-ship review materials; Preliminary budget and cost estimates and studies; Preliminary design documents; Principal investigators' user guides; Problem reporting and corrective action reports; Qualification of flight hardware, test plans, and results; Quality and reliability test plans and results; Quality assurance audit reports; Raw experimental, observational, or engineering data (Exception: raw data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.); Safety analysis reports; Safety and mission assurance documents; Safety reviews; Specifications and drawings of superseded systems with no historic interest, and related finding aids; System acceptance review documents; Technical evaluations of proposals; Technology readiness demonstration results; Test and assembly procedures; Test data developed for verification studies; Test preparation sheets; Verification/validation of flight/test software; waivers; Work breakdown documents; Work instructions and work authorization documents</p>
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				described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc.	
				Note 4. Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.	
08/104.0	PROGRAM AND PROJECT RECORDS: ALL OTHER COPIES	Records not required for documenting the history of the program/project as described in item 08/101, but which have operational value to the Agency. Note 2 contains examples that might be created in each program/project stage.  All other copies.  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, or are/have been subject of widespread media attention or Congressional scrutiny.	Temporary. Destroy/Delete when no longer needed. [DA: N1-255-10-4]	Note 2. Records covered by Items 103, 104, 107 and 108 potentially created in the stages of a project/program's life are those essential for continuing operations and technology transfer. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are: Records created at multiple stages. Formulation, Approval, Design Development, Manufacture,	Acceptance data packages including test procedures and results for hardware not suitable for museum display; Audits; Commands; Concept verification testing data; Configuration audits; Configuration management control documentation including change requests and dispositions other than those listed in Note 1; Contract End Item (CEI) specifications redundant to the specifications in Note 1, Design development; Correspondence, memos, and e-messages related to any records described in Note 2; Derived data sets; Design performance analyses; Design reviews whose substance is captured in major milestone reviews (Note 1, records created at various stages); Design verification testing data; Discrepancy reports; Engineering data necessary to establish operation of instruments; Engineering support requests; Engineering test and evaluation data; Environmental impact studies; Failure modes analyses; Field engineering changes; Final contract

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fabrication and assembly. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory. Pre-launch system integration and verification. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including processing documents for spacecraft, payloads, or experiments. Implementation and operations. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory. Observational data. Records that do not

deliverable technical data requirements (complete set); Flight certifications; Hardware vendor lists; Interface control documents; Launch operations data; Material and parts lists; Minutes of all Program Control Boards; Modification instruction packages; Open action tracking files not included in major milestone review documentation; Operations readiness review materials; Payload processing and integration; Periodic reports, status reviews and presentations whose substance is captured in major milestone reviews (see Note 1, Records created at multiple stages); Pre-flight or pre-experiment test and verification data; Pre-ship review materials; Preliminary budget and cost estimates and studies; Preliminary design documents; Principal investigators' user guides; Problem reporting and corrective action reports; Qualification of flight hardware, test plans, and results; Quality and reliability test plans and results; Quality assurance audit reports; Raw experimental, observational, or engineering data (Exception: raw data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.); Safety analysis reports; Safety and mission assurance documents; Safety reviews; Specifications and drawings of superseded systems with no historic interest, and related finding aids; System acceptance review documents; Technical evaluations of proposals; Technology readiness demonstration results; Test and assembly procedures; Test data developed for verification studies; Test preparation sheets; Verification/validation of flight/test software; waivers; Work breakdown

				meet the criteria for observational data described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc.	documents; Work instructions and work authorization documents
08/105.0	PROGRAM AND PROJECT RECORDS: OFFICE OF RECORD	<p>All other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.</p> <p>Held at office of record.</p> <p>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, or are/have been subject of widespread media attention or Congressional scrutiny.</p>	<p>Temporary. Destroy/Delete when between 0 and 15 years old. Do not retain longer than life of program/project plus 5 years. See note 4 [DA: N1-255-10-4]</p>	<p>Note 3. Records covered by Items 105, 106, 109 and 110 potentially created in the stages of a project/program's life have only limited short-term value. They include but are not limited to:</p> <ul style="list-style-type: none"> <li>* Action items from technical interchange meetings or management reviews not considered major milestones</li> <li>* Budget and actual cost data (working files; for final figures see Note 1)</li> <li>* Copies of presentation material maintained for personal reference containing no substantive notes</li> <li>* Internal center memoranda of understanding or agreement</li> <li>* Products of collaborative tools</li> </ul>	

				<p>relating to administrative matters</p> <ul style="list-style-type: none"> <li>* Routine correspondence, e-messages, agendas, minutes</li> <li>* Small purchase justifications and related documents not maintained in official procurement files</li> <li>* Trip reports</li> </ul> <p>Note 4. Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.</p>
08/106.0	PROGRAM AND PROJECT RECORDS: ALL OTHER COPIES	<p>All other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.</p> <p>All other copies.</p> <p>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,</p>	<p>Temporary. Destroy/Delete when no longer needed. [DA: N1-255-10-4]</p>	<p>Note 3. Records covered by Items 105, 106, 109 and 110 potentially created in the stages of a project/program's life have only limited short-term value. They include but are not limited to:</p> <ul style="list-style-type: none"> <li>* Action items from technical interchange meetings or management reviews not considered major milestones</li> </ul>

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or are/have been subject of widespread media attention or Congressional scrutiny.

- \* Budget and actual cost data (working files; for final figures see Note 1)
- \* Copies of presentation material maintained for personal reference containing no substantive notes
- \* Internal center memoranda of understanding or agreement
- \* Products of collaborative tools relating to administrative matters
- \* Routine correspondence, e-messages, agendas, minutes
- \* Small purchase justifications and related documents not maintained in official procurement files
- \* Trip reports

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08/107.0	PROGRAM AND PROJECT RECORDS: OFFICE OF RECORD	Records of programs/projects that have operational value to the Agency. Notes 1 and 2 contain listings of records that may be included.  Held at office of record.  Programs/projects that do not meet the criteria stated in Item 101.	Temporary. Destroy/Delete between 0 and 30 years after program/project termination. See note 4. [DA: N1-255-10-4]	Includes Note 1 items found in Schedule 08/101.0, along with the following: Note 2. Records covered by Items 103, 104, 107 and 108 potentially created in the stages of a project/program's life are those essential for continuing operations and technology	Acceptance data packages including test procedures and results for hardware not suitable for museum display; Audits; Commands; Concept verification testing data; Configuration audits; Configuration management control documentation including change requests and dispositions other than those listed in Note 1; Contract End Item (CEI) specifications redundant to the specifications in Note 1, Design development; Correspondence, memos, and e-messages related to any records described in Note 2; Derived data sets;
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transfer. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are: Records created at multiple stages. Formulation, Approval, Design Development, Manufacture, fabrication and assembly. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory. Pre-launch system integration and verification. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including processing documents for spacecraft, payloads, or

Design performance analyses; Design reviews whose substance is captured in major milestone reviews (Note 1, records created at various stages); Design verification testing data; Discrepancy reports; Engineering data necessary to establish operation of instruments; Engineering support requests; Engineering test and evaluation data; Environmental impact studies; Failure modes analyses; Field engineering changes; Final contract deliverable technical data requirements (complete set); Flight certifications; Hardware vendor lists; Interface control documents; Launch operations data; Material and parts lists; Minutes of all Program Control Boards; Modification instruction packages; Open action tracking files not included in major milestone review documentation; Operations readiness review materials; Payload processing and integration; Periodic reports, status reviews and presentations whose substance is captured in major milestone reviews (see Note 1, Records created at multiple stages); Pre-flight or pre-experiment test and verification data; Pre-ship review materials; Preliminary budget and cost estimates and studies; Preliminary design documents; Principal investigators' user guides; Problem reporting and corrective action reports; Qualification of flight hardware, test plans, and results; Quality and reliability test plans and results; Quality assurance audit reports; Raw experimental, observational, or engineering data (Exception: raw data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.); Safety analysis reports; Safety and mission assurance documents; Safety reviews; Specifications

				<p>experiments. Implementation and operations. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory.</p> <p>Observational data. Records that do not meet the criteria for observational data described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc.</p> <p>Note 4. Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.</p>	<p>and drawings of superseded systems with no historic interest, and related finding aids; System acceptance review documents; Technical evaluations of proposals; Technology readiness demonstration results; Test and assembly procedures; Test data developed for verification studies; Test preparation sheets; Verification/validation of flight/test software; waivers; Work breakdown documents; Work instructions and work authorization documents</p>
08/108.0	PROGRAM AND PROJECT RECORDS: ALL OTHER COPIES	<p>Records of programs/projects that have operational value to the Agency. Notes 1 and 2 contain listings of records that may be included.</p> <p>All other copies.</p>	<p>Temporary. Destroy/Delete when no longer needed. [DA: N1-255-10-4]</p>	<p>Includes Note 1 items found in Schedule 08/102.0, along with the following: Note 2. Records covered by Items 103, 104, 107 and 108</p>	<p>Acceptance data packages including test procedures and results for hardware not suitable for museum display; Audits; Commands; Concept verification testing data; Configuration audits; Configuration management control documentation including change requests and dispositions</p>

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Programs/projects that do not meet the criteria stated in Item 08/101.

potentially created in the stages of a project/program's life are those essential for continuing operations and technology transfer. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are: Records created at multiple stages. Formulation, Approval, Design Development, Manufacture, fabrication and assembly. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory. Pre-launch system integration and verification. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not

other than those listed in Note 1; Contract End Item (CEI) specifications redundant to the specifications in Note 1, Design development; Correspondence, memos, and e-messages related to any records described in Note 2; Derived data sets; Design performance analyses; Design reviews whose substance is captured in major milestone reviews (Note 1, records created at various stages); Design verification testing data; Discrepancy reports; Engineering data necessary to establish operation of instruments; Engineering support requests; Engineering test and evaluation data; Environmental impact studies; Failure modes analyses; Field engineering changes; Final contract deliverable technical data requirements (complete set); Flight certifications; Hardware vendor lists; Interface control documents; Launch operations data; Material and parts lists; Minutes of all Program Control Boards; Modification instruction packages; Open action tracking files not included in major milestone review documentation; Operations readiness review materials; Payload processing and integration; Periodic reports, status reviews and presentations whose substance is captured in major milestone reviews (see Note 1, Records created at multiple stages); Pre-flight or pre-experiment test and verification data; Pre-ship review materials; Preliminary budget and cost estimates and studies; Preliminary design documents; Principal investigators' user guides; Problem reporting and corrective action reports; Qualification of flight hardware, test plans, and results; Quality and reliability test plans and results; Quality assurance audit reports; Raw experimental, observational, or engineering data



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needed after hardware is no longer in NASA inventory, including processing documents for spacecraft, payloads, or experiments. Implementation and operations. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory.

Observational data. Records that do not meet the criteria for observational data described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc.

Note 4. Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.

(Exception: raw data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.); Safety analysis reports; Safety and mission assurance documents; Safety reviews; Specifications and drawings of superseded systems with no historic interest, and related finding aids; System acceptance review documents; Technical evaluations of proposals; Technology readiness demonstration results; Test and assembly procedures; Test data developed for verification studies; Test preparation sheets; Verification/validation of flight/test software; waivers; Work breakdown documents; Work instructions and work authorization documents

08/109.0	PROGRAM AND PROJECT RECORDS: OFFICE OF RECORD	<p>All other routine records that are not considered to be essential for on-going operations of the program/project.</p> <p>Note 3 contains a list of records that may be included.</p> <p>Held at office of record.</p> <p>Programs/projects that do not meet the criteria stated in Item 08/101.</p>	<p>Temporary.</p> <p>Destroy/Delete when between 0 and 15 years old. Do not retain longer than life of program/project plus 5 years. See Note 4.</p> <p>[DA: N1-255-10-4]</p>	<p>Note 3. Records covered by Items 105, 106, 109 and 110 potentially created in the stages of a project/program's life have only limited short-term value. They include but are not limited to:</p> <ul style="list-style-type: none"> <li>* Action items from technical interchange meetings or management reviews not considered major milestones</li> <li>* Budget and actual cost data (working files; for final figures see Note 1)</li> <li>* Copies of presentation material maintained for personal reference containing no substantive notes</li> <li>* Internal center memoranda of understanding or agreement</li> <li>* Products of collaborative tools relating to administrative matters</li> <li>* Routine correspondence, e-messages, agendas, minutes</li> <li>* Small purchase justifications and related documents not</li> </ul>
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				maintained in official procurement files * Trip reports
08/110.0	PROGRAM AND PROJECT RECORDS: ALL OTHER COPIES	All other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.  All other copies.  Programs/projects that do not meet the criteria stated in Item 08/101.	Temporary. Destroy/Delete when no longer needed. [DA: N1-255-10-4]	Note 3. Records covered by Items 105, 106, 109 and 110 potentially created in the stages of a project/program's life have only limited short-term value. They include but are not limited to:  * Action items from technical interchange meetings or management reviews not considered major milestones * Budget and actual cost data (working files; for final figures see Note 1) * Copies of presentation material maintained for personal reference containing no substantive notes * Internal center memoranda of understanding or agreement * Products of collaborative tools relating to administrative matters * Routine correspondence, e-

messages, agendas,  
minutes  
\* Small purchase  
justifications and  
related documents not  
maintained in official  
procurement files  
\* Trip reports

08/114.0	PROGRAM AND PROJECT RECORDS: OFFICE OF RECORD	<p>Records which, if of an individual program/project, would be described by item 08/101.</p> <p>Held at office of record.</p> <p>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.</p>	<p>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. Special media records will be transferred in accordance with 36 CFR § 1235.44-50 (Electronic Records), 36 CFR § 1237.28 (Digital Records), 36 CFR § 1235.42 (Audiovisual, Cartographic and Architectural Records), and/or current transfer instructions specific to individual formats. Note: NASA has agreed to transfer permanent audio/visual records 5 years after cutoff. [DA: N1-255-10-4]</p>
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08/115.0	PROGRAM AND PROJECT RECORDS: ALL OTHER COPIES	<p>Records which, if of an individual program/project, would be described by item 08/101.</p> <p>All other copies</p> <p>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.</p>	<p>Temporary. Destroy/Delete when no longer needed. [DA: N1-255-10-4]</p>
08/116.0	PROGRAM AND PROJECT RECORDS: OFFICE OF RECORD	<p>Records which, if of an individual program/project, would be described by items 08/103 or 08/107.</p> <p>Held at office of record.</p> <p>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.</p>	<p>Temporary. Destroy/Delete between 0 and 30 years after termination of last applicable program/project. [DA: N1-255-10-4]</p>
08/117.0	PROGRAM AND PROJECT RECORDS: ALL OTHER COPIES	<p>Records which, if of an individual program/project, would be described by items 08/103 or 08/107.</p> <p>Held at office of record.</p> <p>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.</p>	<p>Temporary. Destroy/Delete when no longer needed. [DA: N1-255-10-4]</p>

## Schedule 9: Financial Management and Inspector General Records

These schedules cover records pertaining to budget execution, accounting, NASA exchange, and inspector general. They include retention schedules from the National Archives General Records Schedules as well as NASA-specific retention authorities. All schedules with a temporary retention are considered media neutral, meaning they apply to both physical and electronic records. Consult NASA Records Management staff when dealing with records designated as permanent or for clarification in interpretation or application of these retention schedules.

09/001.0.A	FINANCIAL TRANSACTION RECORDS	<p>A. Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit.</p> <p>Financial transaction records include those created in the course of collecting debts and accounting for all finance activity, per the following definitions.</p> <p>Collecting debts includes the collection of income from all sources (excluding taxation). Collections records document collection of monies from all sources excluding administrative claims, taxation (not covered under the GRS), and Congressional appropriation, such as:</p> <ul style="list-style-type: none"> <li>• records documenting administration, receipt, and deposit of user fees for entry into and/or use of public facilities; for recovering costs of providing government services; and receipt of donations, bequests, and other collections from the public, including: <ul style="list-style-type: none"> <li>o cash register transaction records</li> <li>o credit card and charge cards receipts</li> <li>o records documenting deposits</li> <li>o records documenting allocation of fees to funds/accounts</li> </ul> </li> </ul>	<p>Temporary. Destroy 6 years after final payment or cancellation.</p> <p>[GRS 1.1-010] DAA-GRS-2013-0003-0001 (N 2-1)</p>	<p>Note: Accounts and supporting documents pertaining to American Indians are not authorized for disposal by this schedule. Such records should be reviewed and scheduled appropriately by the agency since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians</p>
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- o deposit lists and logs
  - o customer orders
  - o revolving fund records
    - fee and fine collection records
    - garnishments
    - sale of excess and surplus personal property
  - fee or rate schedules and supporting documentation
  - out-leases of Federal property
  - debt collection files and cash receipts
    - writeoffs
    - copies of checks
    - payment billing coupons
    - letters from lenders
    - payment records
    - money orders
    - journal vouchers
    - collection schedules

Accounting is the recording, classifying and summarizing of 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 management information to assist in establishing an agency's resource allocation priorities. Accounting records include those 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, but excluding payroll records, and accounts pertaining to American Indians.

Includes:

- o statements of transactions

- o statements of accountability
- o collection schedules and vouchers
- o disbursement schedules and vouchers
  - vouchers
  - certificates of closed accounts
  - certificates of periodic settlements
  - general funds files
  - general accounting ledgers
  - appropriation, apportionment, and allotment files
  - posting and control files
  - bills of lading
  - transportation and travel requests, authorizations, and vouchers
  - commercial freight vouchers
  - unused ticket redemption forms

09/001.0.B	FINANCIAL TRANSACTION RECORDS	B. All other copies of records covered by Schedule 09/001.0.A above.	Temporary. Destroy when business use ceases. [GRS 1.1-011] DAA-GRS-2013-0003-0002
09/002.0.A	AGENCY BUDGET REQUEST FILES	<p>A. Original record set maintained at NASA Headquarters by Code B (This set starts October 1, 1958 and continues to Present)</p> <p>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.a., OMB, Presidents Budget, Justification Support - Congressional Budget Support, etc.</p>	<p>Permanent. Transfer to the National Archives when 35 years old.</p> <p>[DA: N1-255-94-2]</p>



09/002.0.B	AGENCY BUDGET REQUEST FILES	B. Center working materials/background files and documentation developed by other organizational units and as submitted to the Comptroller's Office.	Temporary. Destroy when 30 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]
		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.a., OMB, Presidents Budget, Justification Support - Congressional Budget Support, etc.	
09/002.0.C	AGENCY BUDGET REQUEST FILES	C. All other offices/copies.  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.a., OMB, Presidents Budget, Justification Support - Congressional Budget Support, etc.	Temporary. Destroy when superseded, no longer needed, or when 5 years old, whichever is sooner. [DA: N1-255-94-2] [DA: N1-255-09-1]
09/004.0.A	R&D PROGRAM/PROJE CT STATUS REPORTS (PSR) COST/SCHEDULES	A. CENTERS (Level 2 Manager)  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	Temporary. Destroy 10 years after completion of project. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 24-3)

		and directly related forecast and actual costs.	
09/004.0.B	R&D PROGRAM/PROJECT STATUS REPORTS (PSR) COST/SCHEDULES	B. SECRETARIAT OFFICE (NASA Headquarters; Comptroller's Office)  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.C	R&D PROGRAM/PROJECT STATUS REPORTS (PSR) COST/SCHEDULES	C. ALL OTHER OFFICES/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]
09/005.0.B	FUND FILES	B. SPECIAL  Records relating to monies obtained to pay for expenses incurred in conjunction with special guest, or monies from sponsors of programs that could not be returned. Includes the "Administrator's Fund", "Activity Fund", "Special Fund", and all other non-appropriated fund activities.	Temporary. Destroy 6 years after the close of the fiscal year to which records pertain. [DA: N1-255-94-2] [DA: N1-255-09-1]
09/006.0.A	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	A. GENERAL  Records in this series consists of register receipts, bank deposit slips, register tapes, cancelled checks, bank statements, ledgers, etc.	Temporary. Retain on-site at respective Installation. Destroy when 5 years old. [DA: N1-255-94-2]

[DA: N1-255-09-1]

09/006.0.B	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	B. CORRESPONDENCE FILES - GENERAL Files include advisory notices such as merchandise and sundry notices, records documenting overall administration of the exchange, general correspondence, customer complaints, security records and reports pertaining to the exchange.	Temporary. Retain on-site. Destroy when 4 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]		
09/006.0.C.01	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	C.1. STOCK FILES / GOODS RECEIVED GOODS: Records relating to the receipt of merchandise, including copies of reports of goods received, shipping documents, tracer inquiries, merchandise follow-up requests, and other documents related to shipments/follow-up of merchandise.	Temporary. Destroy when 2 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]		
09/006.0.C.02	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	C.2. STOCK FILES / GOODS RECEIVED STOCK: Records used by management for the control and procurement of merchandise at warehouse and on the sales floor, including unit merchandise records, stock record cards, replenishment cards, recorder records, and vendor records.	Temporary. Destroy when 2 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]		
09/006.0.D.01	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	D.1. EXCHANGE RECORDS ON INDIVIDUALS 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;	Temporary. Destroy 5 years after employee or participant separation from the exchange affiliate. [DAA-0255-2014-0001]	PASR	SORN - NASA 10XROI

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 payment and credit records on participants with active accounts.

09/006.0.D.02	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	D.2. EXCHANGE RECORDS ON INDIVIDUALS  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.03	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	D.3. EXCHANGE RECORDS ON INDIVIDUALS  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.04	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	D.4. EXCHANGE RECORDS ON INDIVIDUALS  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.05	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	D.5. EXCHANGE RECORDS ON INDIVIDUALS  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
09/007.0.A	REIMBURSABLE AGREEMENTS – FINANCIAL	A. GUIDELINES APPLICABLE TO REIMBURSABLE AGREEMENTS 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.B	REIMBURSABLE AGREEMENTS – FINANCIAL	B. BENEFITOR FILES 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.C	REIMBURSABLE AGREEMENTS – FINANCIAL	C. OCCUPANCY (SSC ONLY) Includes staffing levels, space allocation, utility costs, burden analyses and all pertinent information used in occupancy rate development at SSC. Records include occupancy rate development data; quarterly detail reports; and, SSC Personnel Strength Reports (including historical data).	Temporary. These records are unique to SSC and will be maintained in SSC space for 10 years. Destroy when 20 years old. [DA: N1-255-94-2] [DA: N1-255-09-1]		

09/007.0.E	REIMBURSABLE AGREEMENTS – FINANCIAL	E. ALL OTHER OFFICES/COPIES OF THE ABOVE RECORDS OTHER THAN THE OPR	Temporary. Destroy when no longer needed or when 3 years old, whichever is sooner. [DA: N1-255-94-2] [DA: N1-255-09-1]
09/008.0.A.01	BUDGET EXECUTION RECORDS	A.1. Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.  HEADQUARTERS (These are records sent to OMB and Treasury which show the division of funding by project/program.)	Temporary. Cutoff 3 years after fiscal year, 5 years for no year appropriations. Destroy when no longer needed or when 20 years old, whichever is sooner. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 7-2)
09/008.0.A.02	BUDGET EXECUTION RECORDS	A.2. Records Center offices create and receive in the course of implementing and tracking an appropriation. Includes: <ul style="list-style-type: none"> <li>• allotment advice, revisions, and ceiling limitations</li> <li>• apportionments and reapportionments</li> <li>• obligations under each authorized appropriation</li> <li>• rescissions and deferrals</li> <li>• operating budgets</li> <li>• outlay plans</li> <li>• fund utilization records</li> <li>• fund reviews</li> <li>• workforce authorization and distribution</li> <li>• continuing resolution guidance</li> <li>• calculations</li> <li>• impact statements</li> <li>• carryover requests</li> <li>• related records</li> </ul>	Temporary. Destroy 6 years after the close of the fiscal year. [GRS 1.3-020] DAA-GRS-2015-0006-0002

09/008.0.B.01	BUDGET EXECUTION RECORDS	<p>B.1 Full Fiscal Year Budget reports.</p> <p>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.</p>	<p>Temporary. Destroy when 5 years old.</p> <p>[GRS 1.3-030] DAA-GRS-2015-0006-0003</p>
09/008.0.B.02	BUDGET EXECUTION RECORDS	<p>B.2. Budget reports – other than full fiscal year</p> <p>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.</p>	<p>Temporary. Destroy when 3 years old.</p> <p>[GRS 1.3-031] DAA-GRS-2015-0006-0004</p>
09/009.0.B	ACCOUNTING RECORDS	<p>B. Cost accounting for stores, inventory, and materials.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• invoices or equivalent papers used for inventory accounting purposes</li> <li>• inventory accounting returns and reports</li> <li>• working files used in accumulating inventory accounting data</li> <li>• plant account cards and ledgers, other than those pertaining to structures</li> <li>• cost accounting reports and data</li> <li>• depreciation lists/costs</li> </ul>	<p>Temporary. Destroy when 3 years old.</p> <p>[GRS 1.1-040] DAA-GRS-2013-0003-0012 (N 5-5)</p>

		<ul style="list-style-type: none"> <li>• contractor cost reports re contractor-held-government-owned materials and parts</li> <li>• receiving, inspection, and acceptance documentation</li> </ul>		
09/009.0.D.01	ACCOUNTING RECORDS	D.1. COST REDUCTION Reports, correspondence, working papers, and other supporting documentation required to be on file.  Headquarters.	Temporary. Cutoff 4 years after close of fiscal year in which records were created. Destroy 6 years after subject fiscal year. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 1-18)	
09/009.0.D.02	ACCOUNTING RECORDS	D.2. COST REDUCTION Reports, correspondence, working papers, and other supporting documentation required to be on file.  Centers	Temporary. Cutoff 3 years after close of fiscal year in which records were created. Destroy 5 years after subject fiscal year. [DA: N1-255-94-2] [DA: N1-255-09-1]	
09/010.0	SIGNATURE AUTHORITY FILES	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]	
09/011.0.B.01.A	GENERAL LEDGER – ACCOUNTING	B.1. TRIAL BALANCE LEDGERS Monthly consolidated financial reports supported by analyses reports at the appropriation, fund, or other level, covering all NASA assets, liabilities, funds, equity, revenues, and costs. The consolidated Agency-wide report is based on and includes the trial	Temporary. Destroy when 10 years old. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 3-6)	SORN - NASA 10CFMR



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balance and related reports submitted by each NASA Center.

ORIGINAL RECORDS

(a) Annual September Report.

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09/011.0.B.01.B	GENERAL LEDGER – ACCOUNTING	B.2. TRIAL BALANCE LEDGERS Monthly consolidated financial reports supported by analyses reports at the appropriation, fund, or other level, covering all NASA assets, liabilities, funds, equity, revenues, and costs. The consolidated Agency-wide report is based on and includes the trial balance and related reports submitted by each NASA Center.	Temporary. Cutoff after fiscal year involved. Destroy 10 years after subject fiscal year. [DA: N1-255-94-2] [DA: N1-255-09-1]	SORN - NASA 10CFMR
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ORIGINAL RECORDS

(b) Monthly reports (other than September).

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09/011.0.B.02	GENERAL LEDGER – ACCOUNTING	B.2. TRIAL BALANCE LEDGERS Monthly consolidated financial reports supported by analyses reports at the appropriation, fund, or other level, covering all NASA assets, liabilities, funds, equity, revenues, and costs. The consolidated Agency-wide report is based on and includes the trial balance and related reports submitted by each NASA Center.	Temporary. Destroy as soon as active reference value ceases or when 3 years old whichever is sooner. [DA: N1-255-94-2] [DA: N1-255-09-1]	SORN - NASA 10CFMR
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All other offices/copies of the above reports (including copies maintained at NASA Centers).

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09/012.5	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	Temporary. Destroy 10 years after asset is disposed of and/or removed from	appraisals; asset retirement, excess and disposal records; correspondence and work papers; costing and pricing data; invoices; plant account cards and ledgers pertaining to structures; purchase orders and
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Includes Capital Asset Financial Records	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.	agency's financial statement. (10 years permitted by GRS flexibility) [GRS 1.1-030] DAA-0255-2012-0003	contracts; titles; transactional schedules; transfer, acceptance and inspection records
	<p>May include copies of original records covered under other schedule items, such as General Accounting Ledgers and Expenditure Accounting Posting and Control Files (09/001.0.A – GRS 1.1-010), Freight Files (06/002.0.B&amp;C – GRS 1.1-010), and records documenting acquisition of real property (08/047.0.A – GRS 5.4-010).</p> <p>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.</p>		
09/014.0.A.01.A	FINANCIAL STATUS REPORTS	<p>A.1. MONTHLY CONSOLIDATED - AGENCYWIDE</p> <p>This is a monthly consolidated agency wide financial report of commitments, obligations, costs, disbursements, and resource authorizations, consisting of 11 volumes, organized generally by program activity. The following list of reports are considered a part of this series, but is not all inclusive:</p>	<p>Temporary. Cutoff after the close of the fiscal year to which the records pertain. Destroy when 10 years old. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 3-4)</p>
		<p>Highlight Report; Balance of Payments Report; Medical Report; Expert and Consultant Report; SEDSA--Est. Distribution of Selected accounts.</p>	

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HEADQUARTERS - OFFICIAL RECORD

(a) Monthly issues of Volume 1, Summary of Data for Administrative Operations, Research and Development, and Construction of Facilities Funding; and Volume 6, Project and Program Year Summary by Program Office and by Center.

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09/014.0.A.01.B	FINANCIAL STATUS REPORTS	<p>A.1. MONTHLY CONSOLIDATED - AGENCYWIDE</p> <p>This is a monthly consolidated agency wide financial report of commitments, obligations, costs, disbursements, and resource authorizations, consisting of 11 volumes, organized generally by program activity. The following list of reports are considered a part of this series, but is not all inclusive:</p> <p>Highlight Report; Balance of Payments Report; Medical Report; Expert and Consultant Report; SEDSA--Est. Distribution of Selected accounts.</p> <p>HEADQUARTERS - OFFICIAL RECORD</p> <p>(b) Monthly issues of all other volumes of the report printed.</p>	<p>Temporary. Cutoff after the close of the fiscal year to which the records pertain. Destroy 5 years after subject fiscal year.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1]</p>
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09/014.0.A.02	FINANCIAL STATUS REPORTS	<p>A.2. MONTHLY CONSOLIDATED - AGENCYWIDE</p> <p>This is a monthly consolidated agency wide financial report of commitments, obligations, costs, disbursements, and resource authorizations, consisting of 11 volumes, organized generally by program activity. The following list of reports are considered a part of this series, but is not all inclusive:</p>	<p>Temporary. Destroy when active reference value ceases or when 3 years old, whichever is sooner.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1]</p>
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		<p>Highlight Report; Balance of Payments Report; Medical Report; Expert and Consultant Report; SEDSA--Est. Distribution of Selected accounts.</p> <p>All other copies of the reports in Program Offices, NASA Centers, or other offices.</p>	
09/014.0.B.01.A	FINANCIAL STATUS REPORTS	<p>B.1 CONTRACTS AND GRANTS REPORTS - STATUS SEE ALSO NRRS 07/019.0 Records in this category consist of a consolidated agencywide report of financial and statistical data covering NASA contracts, grants, and intra-Governmental purchase requests.</p> <p>HEADQUARTERS - OFFICIAL RECORD</p> <p>(a) Annual September Issue: (Following Formats) E-3; E-5A; E-7; E-8; E-9; E-10; E-11; E-12; E-16; E-17; E-26; E-27; E-28; E-29; E-31; E-34; E-34A; E-35; E-36-1; E-36-3; E-36-4; AND E-38.</p>	<p>Temporary. Cutoff 1 year after close of fiscal year to which records pertain. Destroy 10 years after subject fiscal year. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 3-5, N 7-9)</p>
09/014.0.B.01.B	FINANCIAL STATUS REPORTS	<p>B.1. CONTRACTS AND GRANTS REPORTS - STATUS SEE ALSO NRRS 07/019.0 Records in this category consist of a consolidated agencywide report of financial and statistical data covering NASA contracts, grants, and intra-Governmental purchase requests.</p> <p>HEADQUARTERS - OFFICIAL RECORD</p> <p>(b) Issues of formats listed in (a) above, other than September.</p>	<p>Temporary. Destroy monthly issues after 90 days; other issues after the current report is produced. [DA: N1-255-94-2] [DA: N1-255-09-1]</p>

09/014.0.B.02	FINANCIAL STATUS REPORTS	<p>B.2. CONTRACTS AND GRANTS REPORTS - STATUS SEE ALSO NRRS 07/019.0 Records in this category consist of a consolidated agencywide report of financial and statistical data covering NASA contracts, grants, and intra-Governmental purchase requests.</p> <p>All other copies of the reports in Program Offices, NASA Centers, or other offices.</p>	<p>Temporary. Destroy when active reference value ceases or when 3 years old, whichever is sooner [DA: N1-255-94-2] [DA: N1-255-09-1]</p>
09/014.1	RECORDS SUPPORTING COMPILATION OF AGENCY FINANCIAL STATEMENTS AND RELATED AUDIT, AND ALL RECORDS OF ALL OTHER REPORTS	<p>Includes records such as:</p> <ul style="list-style-type: none"> <li>• schedules and reconciliations prepared to support financial statements</li> <li>• documentation of decisions re accounting treatments and issue resolutions</li> <li>• audit reports, management letters, notifications of findings, and recommendations</li> <li>• documentation of legal and management representations and negotiations</li> <li>• correspondence and work papers</li> </ul>	<p>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</p>
09/014.2.A	BUDGET ADMINISTRATION RECORDS	<p>A. Records documenting administration of budget office responsibilities. Includes:</p> <ul style="list-style-type: none"> <li>• correspondence relating to routine administration, internal procedures, and other day-to-day matters</li> <li>• records monitoring expenditures under approved budget allocations</li> <li>• records of financial controls maintenance</li> <li>• spreadsheets and databases tracking income, expenditures, and trends</li> <li>• work planning documentation</li> </ul>	<p>Temporary. Destroy when 3 years old. [GRS 1.3-050] DAA-GRS-2015-0006-0007</p>

		<ul style="list-style-type: none"> <li>• cost structure and accounting code lists</li> <li>• feeder and statistical reports</li> <li>• related correspondence</li> </ul>		
09/014.2.B	BUDGET ADMINISTRATIVE RECORDS	<p>B. BUDGET PREPARATION BACKGROUND RECORDS</p> <p>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.</p>	<p>Temporary. Destroy 2 years after close of the fiscal year to which the records relate.</p> <p>[GRS 1.3-040] DAA-GRS-2015-0006-0005</p>	
09/015.0.C	CERTIFICATES OF SETTLEMENT FILES	<p>C. Schedules of certificates of settlement of claims settled by the General Accounting Office.</p> <p>Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records.</p>	<p>Temporary. Destroy 2 years after date of settlement.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1]</p>	
09/016.0.A	TAX FILES	<p>A. WAGE AND TAX STATEMENTS</p> <p>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.</p>	<p>Temporary. Destroy when 4 years old.</p> <p>[GRS 2.4-050] DAA-GRS-2016-0015-0005 (N 4-14)</p>	SORN - NASA 10CFMR
09/016.0.B	TAX FILES	<p>B. Tax withholding and adjustment documents.</p> <p>Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees.</p>	<p>Temporary. Destroy 4 years after form is superseded or obsolete or upon separation of employee.</p> <p>[GRS 2.4-020] DAA-GRS-2016-0015-0002 (N 4-12)</p>	SORN - NASA 10CFMR

09/017.0.A.02	PAYROLL RECORDS	<p>A.2. Agency payroll record for each pay period.</p> <p>Aggregate records documenting payroll disbursed in each pay period: base pay, additions to and deductions from pay, and leave balances of all civilian employees within an agency or employing entity.</p>	<p>Temporary. Destroy when 56 years old. [GRS 2.4-040] DAA-GRS-2016-0015-0004</p>
09/017.0.C	PAYROLL RECORDS	<p>C. Payroll Program Administrative Records</p> <p>Administrative correspondence between agency and payroll processor, and system reports used for agency workload or personnel management purposes.</p>	<p>Temporary. Destroy when 2 years old. [GRS 2.4-060] DAA-GRS-2016-0015-0006</p>
09/017.0.D	PAYROLL RECORDS	<p>D. Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks. Includes:</p> <ul style="list-style-type: none"> <li>• additions to paychecks <ul style="list-style-type: none"> <li>o child care subsidies</li> <li>o Internal Revenue Service form W-9 (Request for Taxpayer Identification Number)</li> <li>o other additions</li> </ul> </li> <li>• deductions from paychecks <ul style="list-style-type: none"> <li>o insurance</li> <li>o retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.)</li> <li>o flexible spending accounts, such as medical savings and dependent care assistance</li> <li>o union dues</li> <li>o Combined Federal Campaign</li> <li>o garnishments (IRS form 668A—Notice of Levy—and similar records)</li> <li>o Treasury bond purchases</li> <li>o other deductions</li> </ul> </li> </ul>	<p>Temporary. Destroy 3 years after paying agency or payroll processor validates data. [GRS 2.4-010] DAA-GRS-2019-0004-0001 (N 4-7)</p>

		<ul style="list-style-type: none"> <li>• authorizations for deposits into bank accounts</li> <li>• changes or corrections to previous transactions either at paying agency or payroll processor</li> <li>• Fair Labor Standards Act exemption worksheets</li> </ul>	
09/018.0	ACCOUNTING ADMINISTRATIVE FILES	<p>Financial management and reporting administrative records</p> <p>Records related to managing financial activities and reporting. Records include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• subject files</li> <li>• feeder reports</li> <li>• workload management and assignment records</li> </ul>	<p>Temporary. Destroy when 3 years old. [GRS 1.1-001] DAA-GRS-2016-0013-0001 (N 2-6)</p>
09/019.0.C	NONCOMMERCIAL REIMBURSABLE TRAVEL/PASSENGER FILES	<p>C. ALL OTHER OFFICE/COPIES</p> <p>Records and copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.</p>	<p>Temporary. Destroy when no longer needed or when 3 years old, whichever is sooner. [DA: N1-255-94-2] [DA: N1-255-09-1]</p>
09/020.1.A	CREDIT AND TRAVEL CARDS	<p>Government purchase card and travel credit card application and approval records.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• application for credit card</li> <li>• cardholder agreement</li> </ul>	<p>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</p>



		<ul style="list-style-type: none"> <li>• acknowledgement of responsibilities and penalties for misuse</li> <li>• approving official agreement</li> <li>• certificate of appointment (warrant)</li> <li>• card training certificate</li> </ul>			
09/020.1.B	CREDIT AND TRAVEL CARDS	<p>Records of Credit Card Abuse</p> <p>Records about irregularities and improper use or misuse of government charge or purchase cards. Includes semi-annual reports on government charge card violations.</p>	Temporary. Destroy 3 years after completion of investigation or when 3 years old, whichever is later. [GRS 5.6-050] DAA-GRS-2017-0006-0006		
09/021.0.A	PASSPORTS ISSUANCE/CONTR OL FILES	A. APPLICATION FILES Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	Temporary. Destroy when 3 years old or upon employee separation or transfer, whichever is sooner. [GRS 2.2-090] DAA-GRS-2017-0007-0013	Note: Official passports should be returned to the Department of State upon expiration or upon the separation of the employee.	
09/021.0.B	PASSPORTS ISSUANCE/CONTR OL FILES	B. ANNUAL REPORTS CONCERNING OFFICIAL PASSPORTS 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.C	PASSPORTS ISSUANCE/CONTR OL FILES	C. 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.	
09/023.0.A	INSPECTOR GENERAL INVESTIGATIONS CASE FILES	A. GENERAL INVESTIGATIVE FILES Files containing general information or allegations which are of an investigative nature but do not relate to a specific investigation. Examples include "Zero" files, investigative outreach records, and other	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 considerations have been finally exhausted.	SORN - NASA 10IGDA

administrative matters surrounding the investigations program.

Case files developed, regardless of format, during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety.

Also included are investigative files relating to a variety of administrative matters such as potential or actual tort claims for and against the Government and management and program studies.

Cases relate to agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

09/023.0.B	INSPECTOR GENERAL INVESTIGATIONS CASE FILES	B. INTERNAL OIG INVESTIGATIONS Case files developed during internal investigations of OIG employees.  Case files developed, regardless of format, during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, mismanagement, gross waste of funds, abuse of authority, or	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
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a substantial and specific danger to the public health and safety.

Also included are investigative files relating to a variety of administrative matters such as potential or actual tort claims for and against the Government and management and program studies.

Cases relate to agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

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09/023.0.C	INSPECTOR GENERAL INVESTIGATIONS CASE FILES	C. INVESTIGATIVE 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.	SORN - NASA 10IGDA
		Case files developed, regardless of format, during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety.			
		Also included are investigative files relating to a variety of administrative matters such as potential or actual tort			

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claims for and against the Government and management and program studies.

Cases relate to agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

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09/023.0.D.01	INSPECTOR GENERAL INVESTIGATIONS CASE FILES	<p>D.1. SIGNIFICANT 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.</p> <p>Official case file – records created during the investigation and used to develop the final report.</p> <p>Case files developed, regardless of format, during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety.</p>	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
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Also included are investigative files relating to a variety of administrative matters such as potential or actual tort claims for and against the Government and management and program studies.

Cases relate to agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

09/023.0.D.02	INSPECTOR GENERAL INVESTIGATIONS CASE FILES	<p>D.2. SIGNIFICANT 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.</p>	<p>Temporary. Destroy 10 years after file is closed. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>	<p>Note: A file is not closed until all judicial and administrative avenues and considerations have been finally exhausted.</p>	SORN - NASA 10IGDA
		<p>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.</p>			
		<p>Case files developed, regardless of format, during investigations of known or alleged fraud and abuse and irregularities and violations of laws and</p>			

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regulations, mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety.

Also included are investigative files relating to a variety of administrative matters such as potential or actual tort claims for and against the Government and management and program studies.

Cases relate to agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

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09/024.0.A

POLICY AND  
PROCEDURE FILES  
- HQ ONLY

A. RECORD COPY

One record copy of each if not included in the Agency's permanent set of master directives files or the record set of publications.

Records defining and documenting the policies required for directing, controlling, and carrying out OIG operations. Also records on planning and developing OIG policies and procedures. Records can consist of manual, handbooks, directives, and working papers. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.

Permanent. Close set of directives or publications when superseded or obsolete. Transfer to the National Archives in 5 year blocks when 10 years old.  
[DA: N1-255-00-3]

09/024.0.B	POLICY AND PROCEDURE FILES - HQ ONLY	<p>B. WORKING PAPERS AND BACKGROUND MATERIALS</p> <p>Records defining and documenting the policies required for directing, controlling, and carrying out OIG operations. Also records on planning and developing OIG policies and procedures. Records can consist of manual, handbooks, directives, and working papers. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.</p>	<p>Temporary. Destroy when no longer needed.</p> <p>[DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/024.0.C	POLICY AND PROCEDURE FILES - HQ ONLY	<p>C. ALL OTHER OFFICES/COPIES</p> <p>Records defining and documenting the policies required for directing, controlling, and carrying out OIG operations. Also records on planning and developing OIG policies and procedures. Records can consist of manual, handbooks, directives, and working papers. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.</p>	<p>Temporary. Destroy when no longer needed.</p> <p>[DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/024.5.A	INSPECTIONS AND ASSESSMENTS FILES	<p>A. OFFICE CONDUCTING REVIEW</p> <p>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.</p>	<p>Temporary. Close file at end of fiscal year after close of case. Destroy 10 years after close of case.</p> <p>[DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/024.5.B	INSPECTIONS AND ASSESSMENTS FILES	<p>B. ORGANIZATION BEING REVIEWED</p> <p>Case files of inspections and assessments of Agency programs,</p>	<p>Temporary. Close file after closure of all recommendations.</p>

		operations, procedures, and those relating to contractors and grantees. Files consist of reports, correspondence, memoranda, and documentation.	Destroy 3 years after close of file. [DA: N1-255-00-3] [DA: N1-255-09-1]
09/024.5.C	INSPECTIONS AND ASSESSMENTS FILES	C. ALL OTHER OFFICE 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.	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.D.01	INSPECTIONS AND ASSESSMENTS FILES	D.1. SIGNIFICANT CASE FILES 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.  Official case file – records created during evaluations and used to develop the final report. Documents are maintained in official case folders.  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.	Permanent. Transfer to the National Archives 10 years after file is closed. [DA: N1-255-00-3]
09/024.5.D.02	INSPECTIONS AND ASSESSMENTS FILES	D.2. SIGNIFICANT CASE FILES The case attracts national media attention, results in a Congressional investigation, or results in substantive change in Agency policy or procedures.	Temporary. Destroy 10 years after file is closed. [DA: N1-255-00-3] [DA: N1-255-09-1]



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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.

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.

09/025.0.A.01	AUDIT FILES	A.1. DEFENSE MATERIALS SYSTEM (DMS) AUDITS Audit reports and related papers pertaining to the DMS. Office of Primary Responsibility.	Temporary. Destroy when 5 years old. [DA: N1-255-00-3] [DA: N1-255-09-1] (N 6-2, N 17-16)
09/025.0.A.02	AUDIT FILES	A.2. DEFENSE MATERIALS SYSTEM (DMS) AUDITS Audit reports and related papers pertaining to the DMS. All other offices/copies.	Temporary. Destroy when 3 years old. [DA: N1-255-00-3] [DA: N1-255-09-1]
09/025.0.B.01	AUDIT FILES	B.1. INTERNAL IG 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.02	AUDIT FILES	B.2. INTERNAL IG	Temporary. Keep for 3 years. Destroy after

		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.	8 years or when no longer needed. [DA: N1-255-00-3] [DA: N1-255-09-1]
		Organization being audited. (Record cutoff date is date of audit report.)	
09/025.0.B.03	AUDIT FILES	B.3. INTERNAL IG 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]
09/026.0.A	SEMIANNUAL REPORT TO CONGRESS	A. RECORD COPY OF REPORT (HQ ONLY)  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.B	SEMIANNUAL REPORT TO CONGRESS	B. WORKING AND BACKGROUND PAPERS  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	Temporary. Destroy when no longer needed. [DA: N1-255-00-3] [DA: N1-255-09-1]

		composition of these reports, see Section 5, Public Law 95-452, as amended by 5 U.S.C. Appendix.	
09/026.0.C	SEMIANNUAL REPORT TO CONGRESS	<p>C. ALL OTHER OFFICES/COPIES</p> <p>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.</p>	<p>Temporary. Destroy when no longer needed.</p> <p>[DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/028.0.A.01	GAO AUDITS	<p>A.1. NASA</p> <p>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.</p> <p>Headquarters liaison office for GAO audits.</p>	<p>Temporary. Destroy 8 years after date of audit report.</p> <p>[DA: N1-255-00-3] [DA: N1-255-09-1] (N 6-1)</p>
09/028.0.A.02	GAO AUDITS	<p>A.2. NASA</p> <p>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.</p> <p>Organization audited or organization controlling audited NASA Contracts. (Record cutoff date is date of audit report.)</p>	<p>Temporary. Keep for 3 years. Destroy after 8 years or when no longer needed.</p> <p>[DA: N1-255-00-3] [DA: N1-255-09-1]</p>

09/028.0.B.01	GAO AUDITS	B.1. CONTRACTORS 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] (N 6-3)
09/028.0.B.02	GAO AUDITS	B.2. CONTRACTORS 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]
09/029.0.A.01	AUDITS OF CONTRACTORS	A.1. NASA Case files on NASA audits of contractors, including papers related to NASA audits for other Government agencies, such as DoD. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.  Office performing the review. Recordkeeping Copy.	Temporary. Destroy 8 years after date of final audit report. [DA: N1-255-00-3] [DA: N1-255-09-1] (N 6-4)
09/029.0.A.02	AUDITS OF CONTRACTORS	A.2. NASA Case files on NASA audits of contractors, including papers related to NASA audits for other Government agencies, such as DoD. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.  Cognizant procurement office.	Temporary. Destroy with related contract file. [DA: N1-255-00-3] [DA: N1-255-09-1]
09/029.0.A.03	AUDITS OF CONTRACTORS	A.3. NASA Case files on NASA audits of contractors, including papers related to NASA audits for other Government agencies, such as DoD. Additional reference is found in NPR 1200.1,	Temporary. Destroy 3 years after date of final audit report. [DA: N1-255-00-3] [DA: N1-255-09-1]

		Management Control, Audit Liaison, and Audit Follow-up.	
		Other NASA Audit offices.	
09/029.0.A.04	AUDITS OF CONTRACTORS	A.4. NASA Case files on NASA audits of contractors, including papers related to NASA audits for other Government agencies, such as DoD. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.	Temporary. Destroy 1 year after date of final audit report. [DA: N1-255-00-3] [DA: N1-255-09-1]
		All other offices/copies.	
09/029.0.B.01	AUDITS OF CONTRACTORS	B.1. OTHER AUDITS OF NASA CONTRACTORS Includes Defense Contract Audit Agency (DCAA) and HHS audit reports, correspondence, and all related papers.	Temporary. Destroy 3 years after date of audit report. [DA: N1-255-00-3] [DA: N1-255-09-1] (N 6-5)
		Cognizant regional audit office. Recordkeeping Copy.	
09/029.0.B.02	AUDITS OF CONTRACTORS	B.2. OTHER AUDITS OF NASA CONTRACTORS Includes Defense Contract Audit Agency (DCAA) and HHS audit reports, correspondence, and all related papers.	Temporary. Destroy with related contract file. [DA: N1-255-94-2] [DA: N1-255-09-1]
		Cognizant procurement office.	
09/029.0.B.03	AUDITS OF CONTRACTORS	B.3. OTHER AUDITS OF NASA CONTRACTORS Includes Defense Contract Audit Agency (DCAA) and HHS audit reports, correspondence, and all related papers.	Temporary. Destroy 1 year after date of audit report. [DA: N1-255-00-3] [DA: N1-255-09-1]
		All other offices/copies.	

